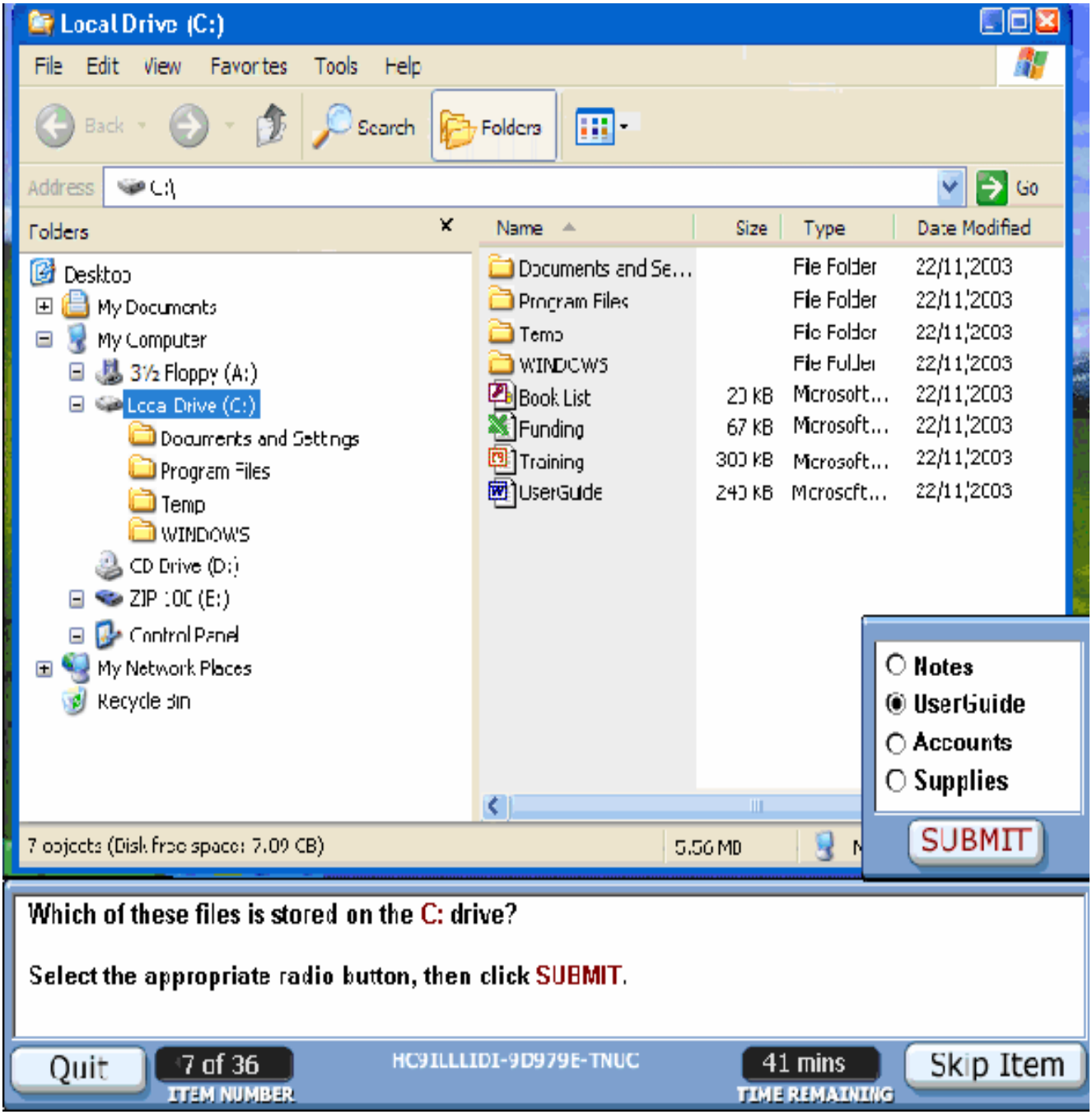
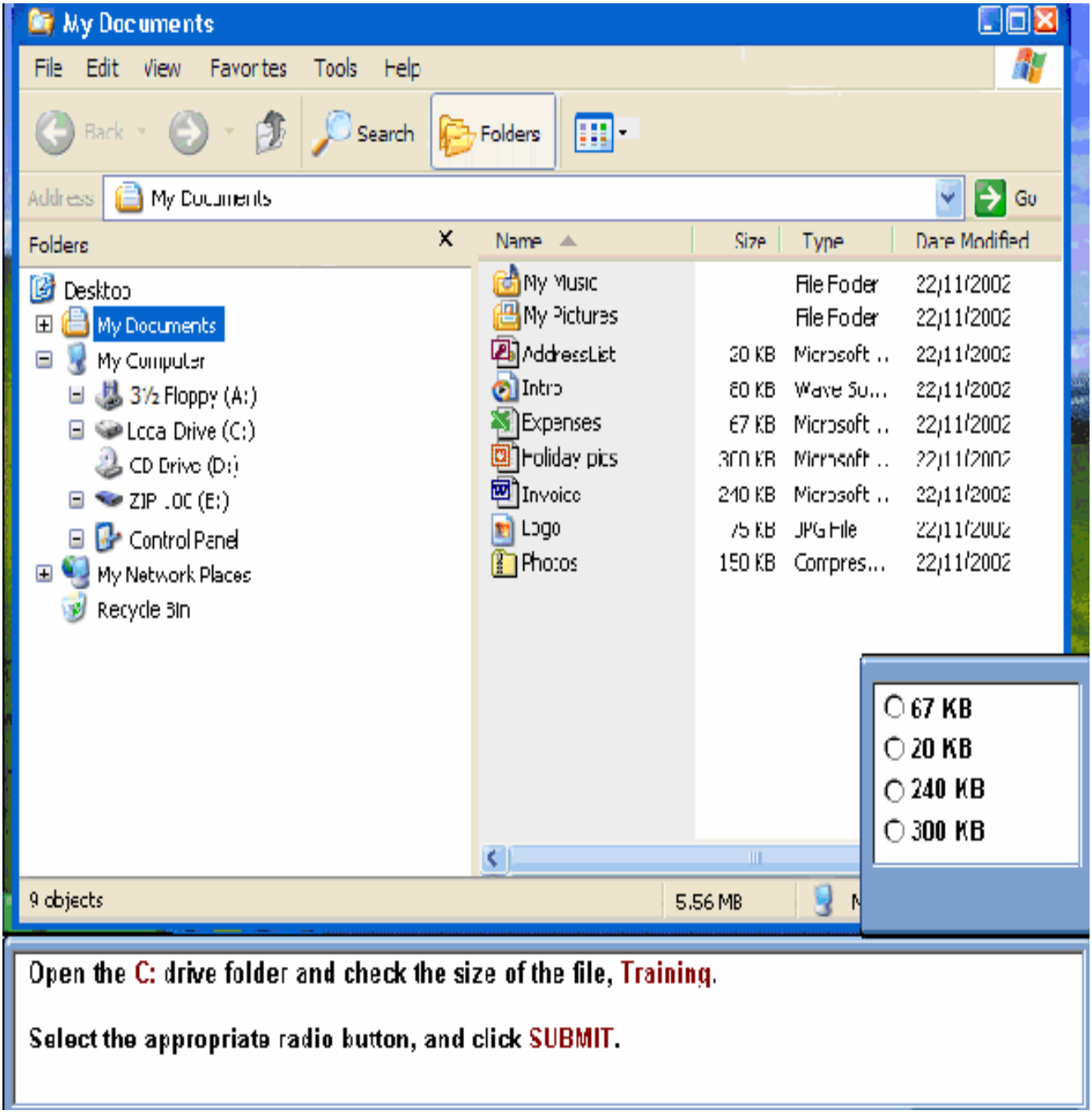
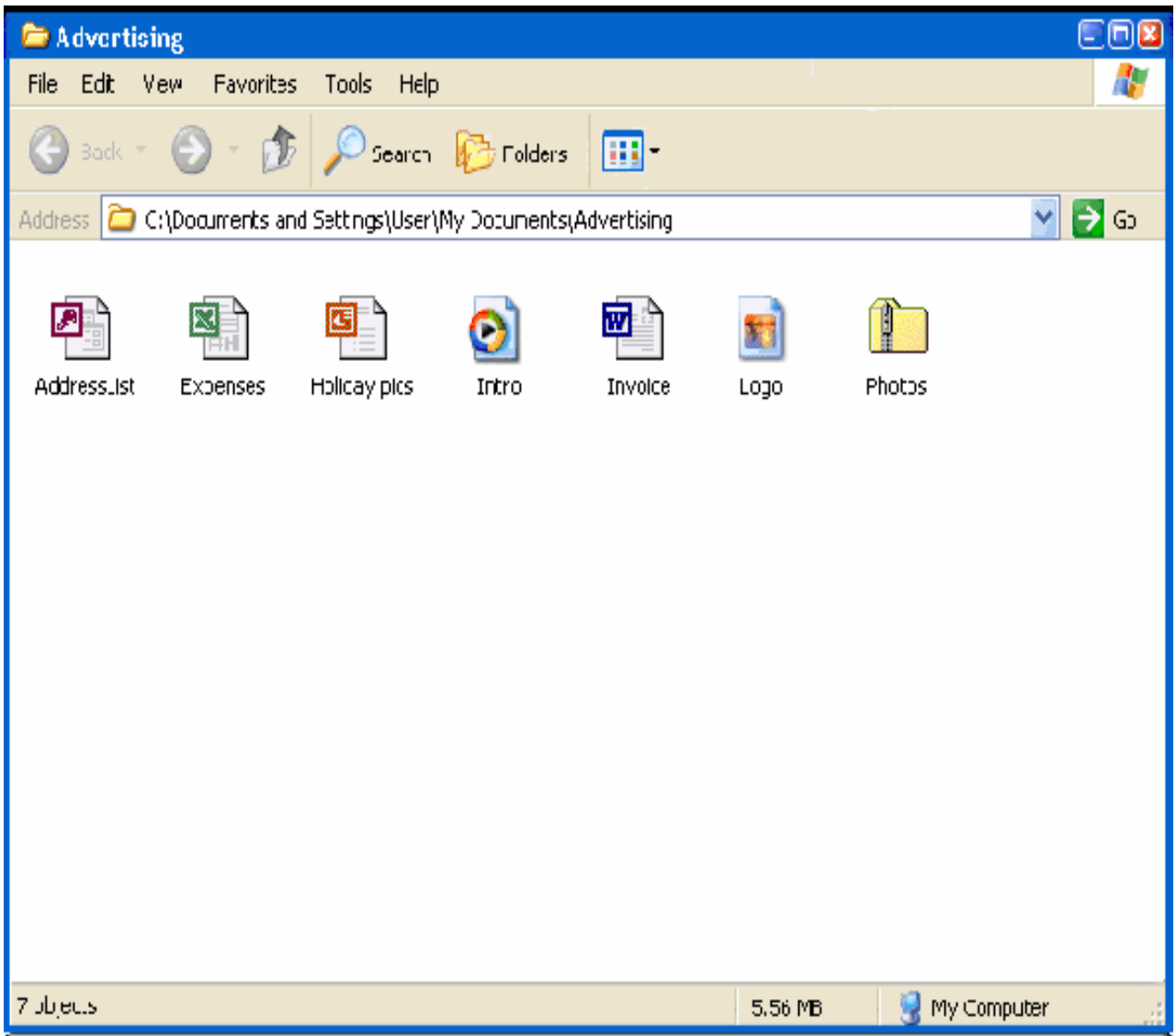
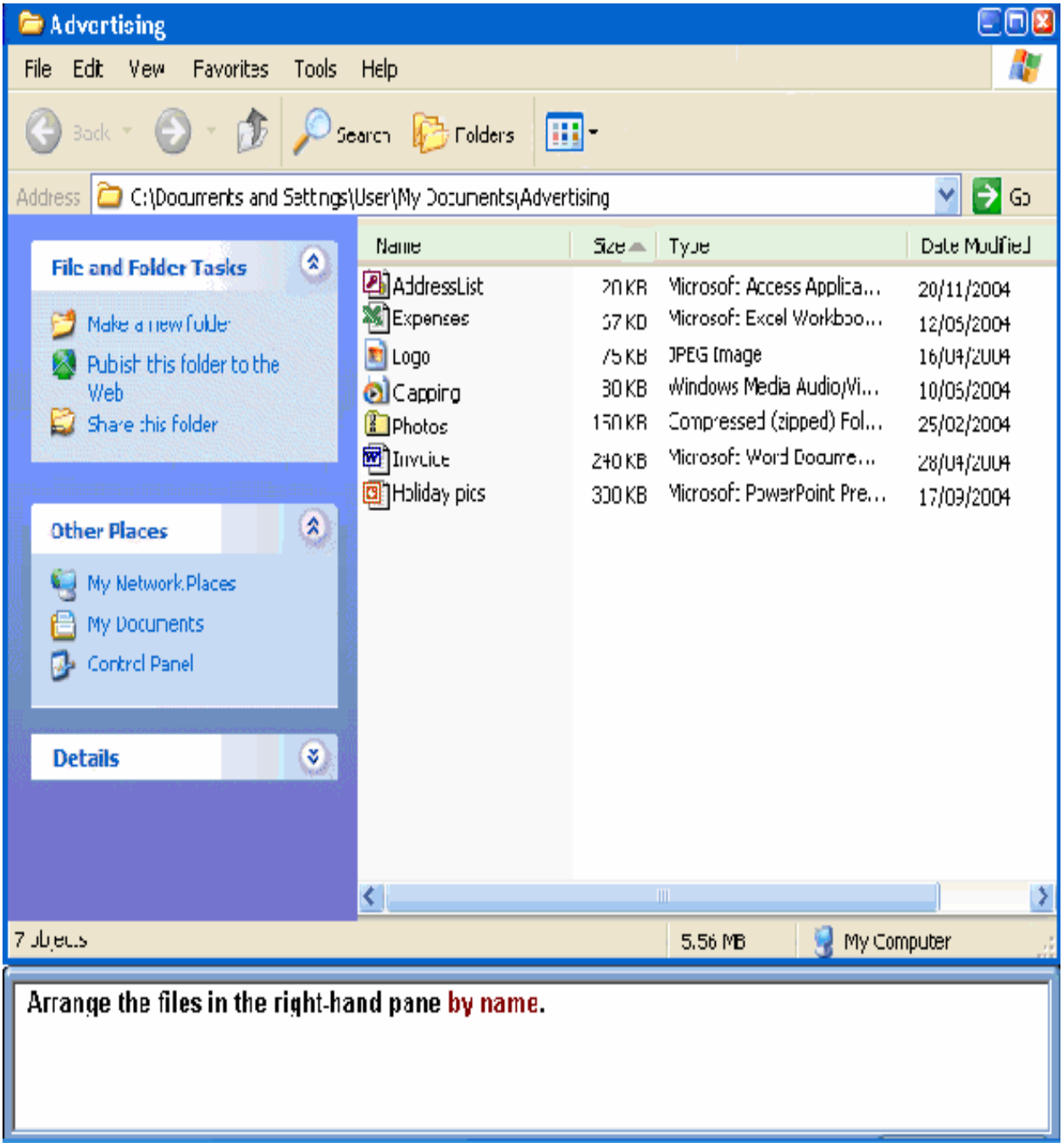
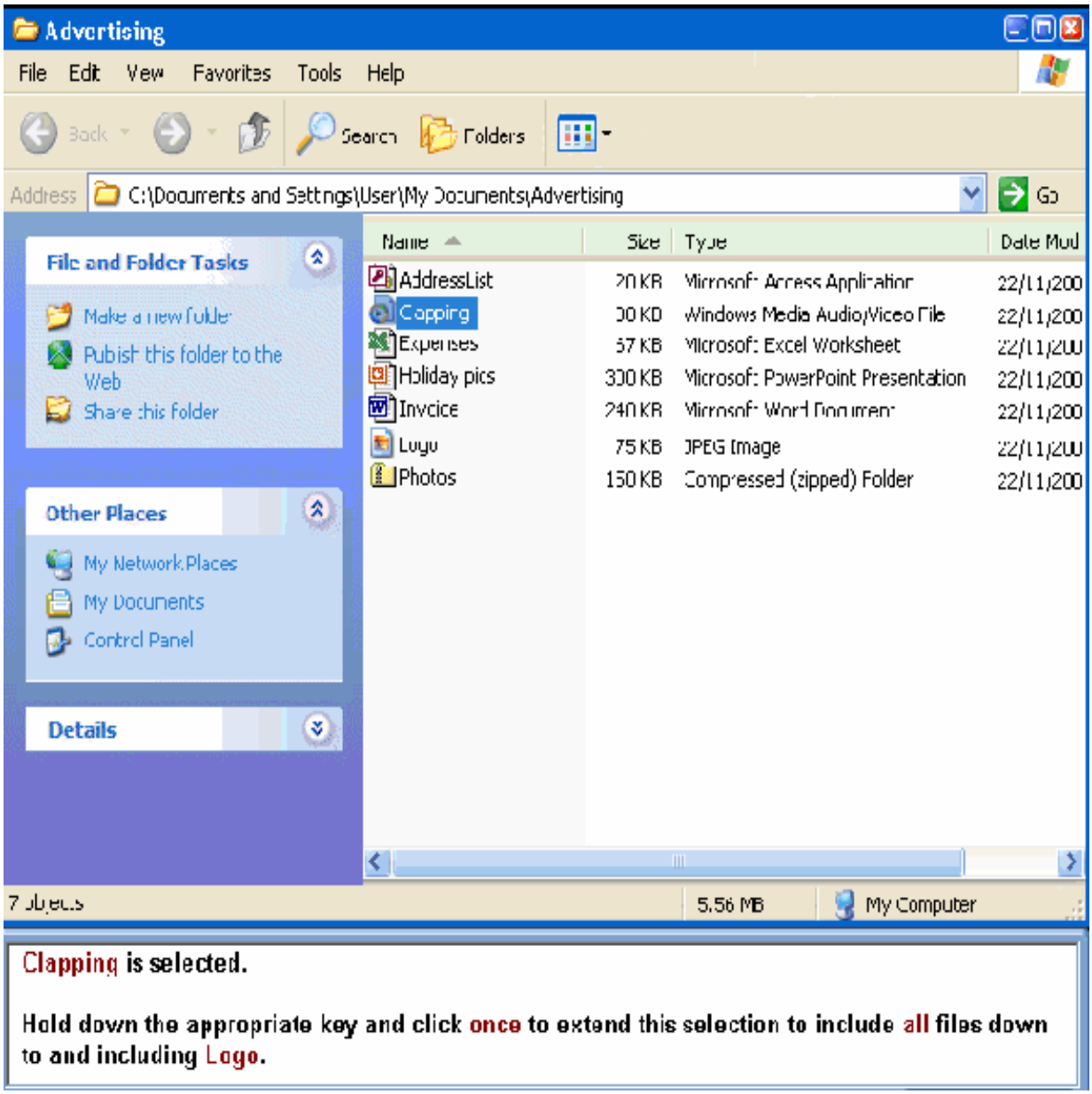
Print screen for Windows Xp

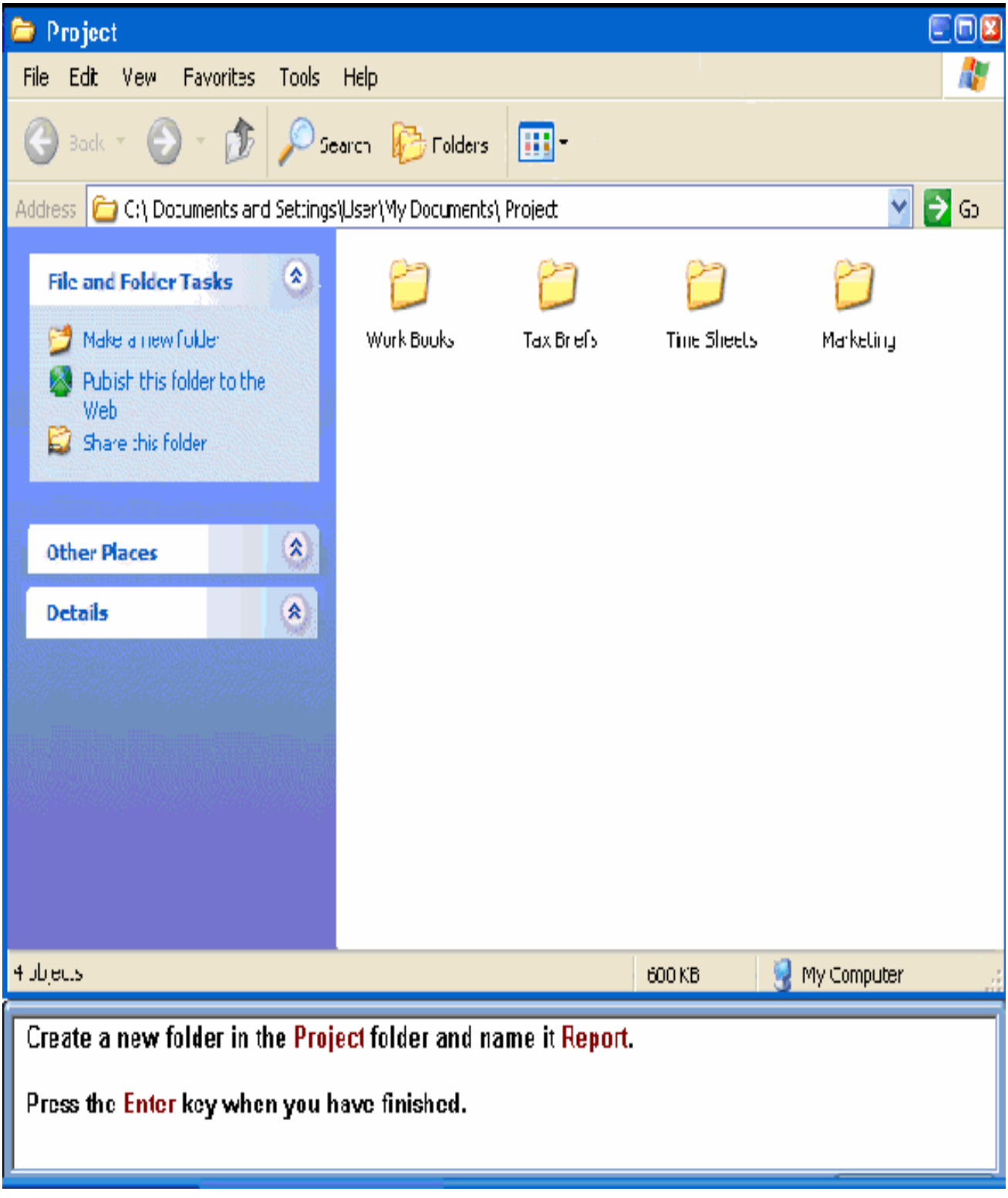


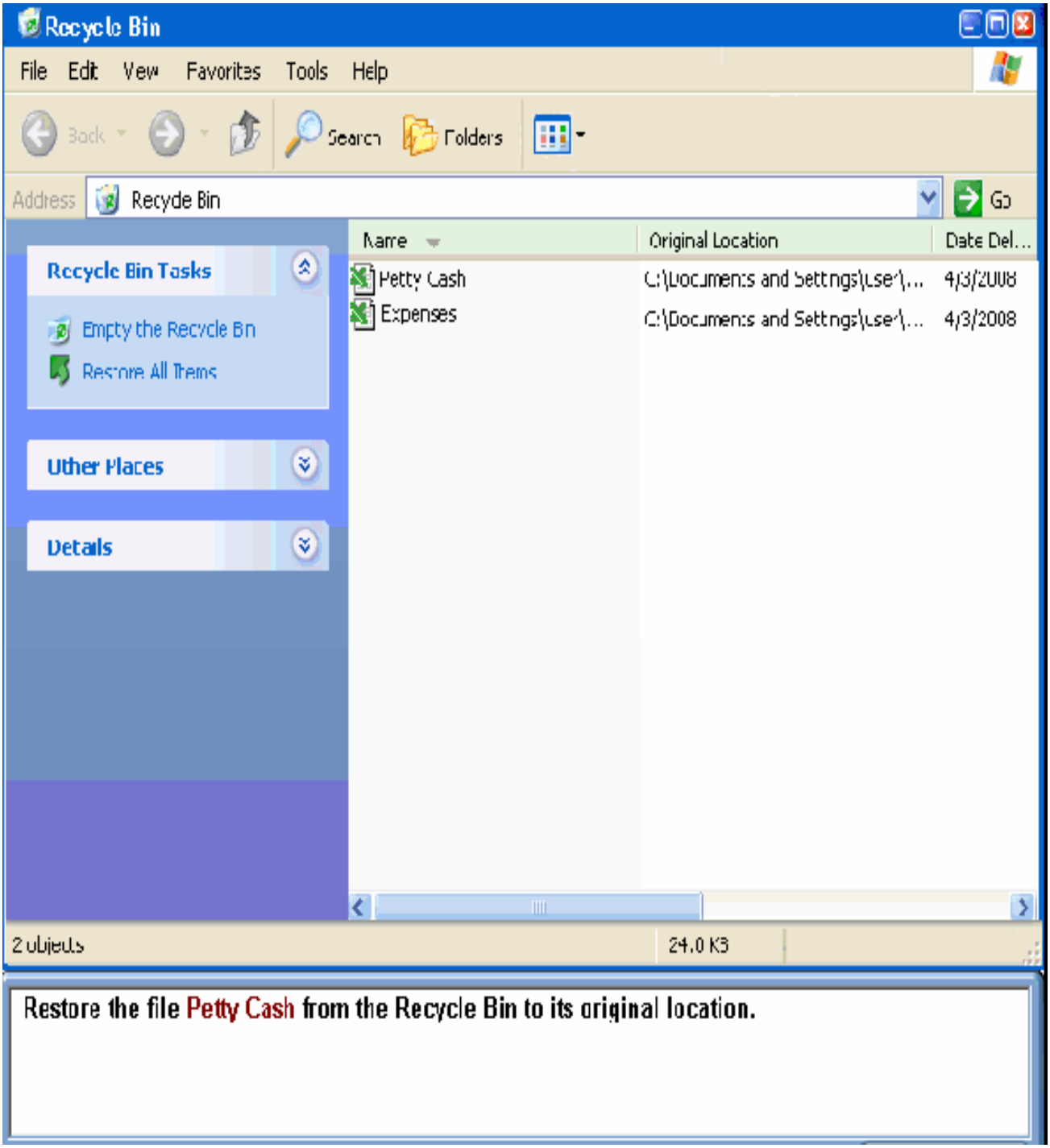

My Documents
File Edit View Favorites Tools Help
Back Search Folders
Address My Documents
Go
Folders
Desktop
My Documents
My Computer
3½ Floppy (A:)
Local Drive (C:)
CD Drive (D:)
ZIP .OC (E:)
Control Panel
My Network Places
Recycle Bin
Name Size Type Date Modified
My Music File Folder 22/11/2002
My Pictures File Folder 22/11/2002
AddressList 20 KB Microsoft .. 22/11/2002
Intro 60 KB Wave Sou... 22/11/2002
Expenses 67 KB Microsoft .. 22/11/2002
Holiday pics 300 KB Microsoft .. 22/11/2002
Invoice 240 KB Microsoft .. 22/11/2002
Logo 75 KB JPG File 22/11/2002
Photos 150 KB Compres... 22/11/2002
9 objects
5.56 MB
67 KB
20 KB
240 KB
300 KB
Open the C: drive folder and check the size of the file, Training.
Select the appropriate radio button, and click SUBMIT.

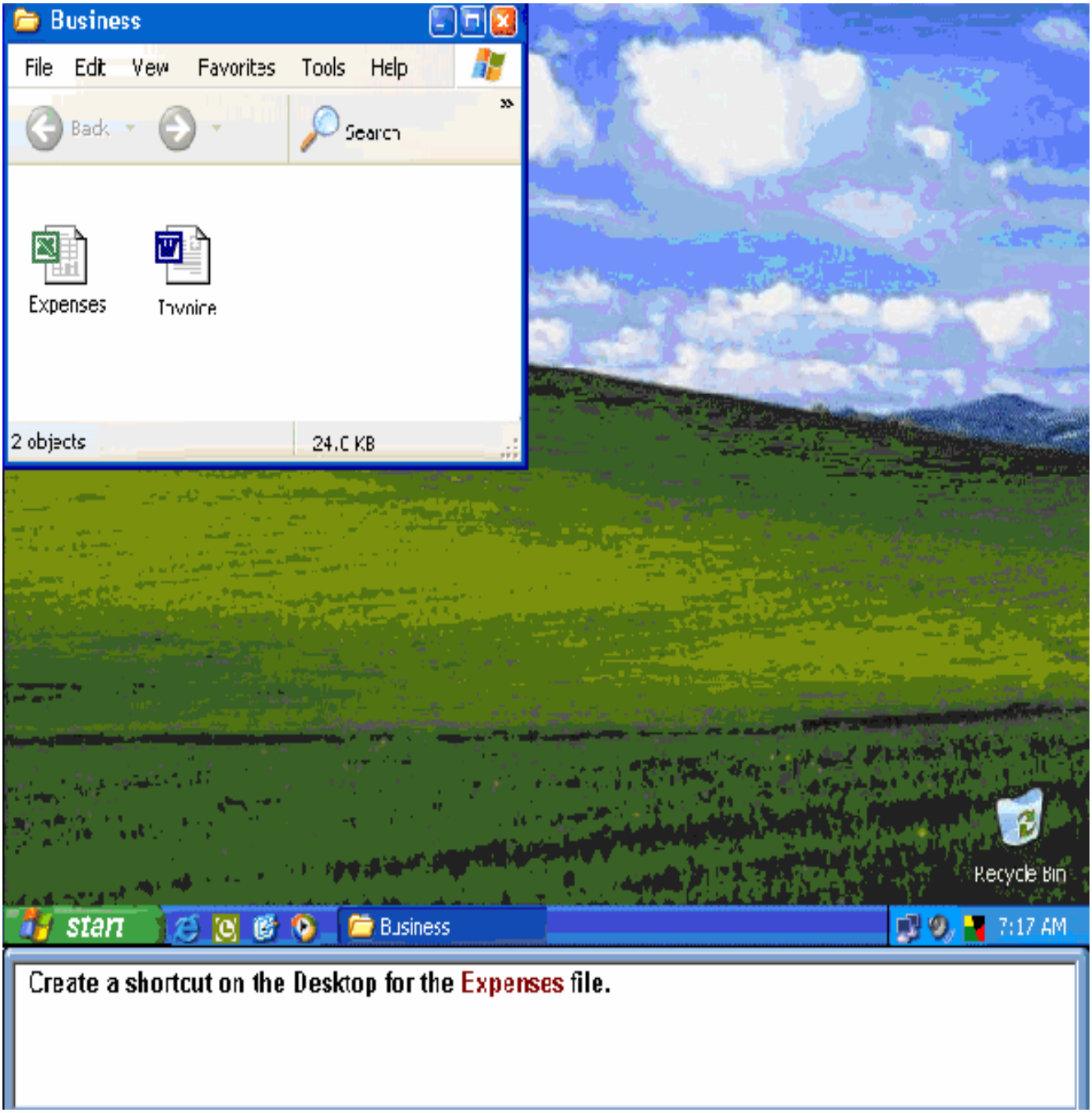

Advertising
File Edit View Favorites Tools Help
Back
Search
Folders
Address
C:\Documents and Settings\User\My Documents\Advertising
Go
Address_list
Expenses
Holiday pics
Intro
Invoice
Logo
Photos
5.56 MB
My Computer
Which of these files is an audio file?
Click on the appropriate file to submit your answer.


Advertising
File Edit View Favorites Tools Help
Back
Search
Folders
Address
C:\Documents and Settings\User\My Documents\Advertising
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
My Network Places
My Documents
Control Panel
Details
Name
Size
Type
Date Modified
AddressList
Expenses
Logo
Capping
Photos
Invoice
Holiday pics
Microsoft Access Applica...
Microsoft Excel Workboo...
JPEG Image
Windows Media Audio/Vi...
Compressed (zipped) Fol...
Microsoft Word Docume...
Microsoft PowerPoint Pre...
20/11/2004
12/05/2004
16/04/2004
10/05/2004
25/02/2004
28/04/2004
17/09/2004
5.56 MB
My Computer
Arrange the files in the right-hand pane by name.

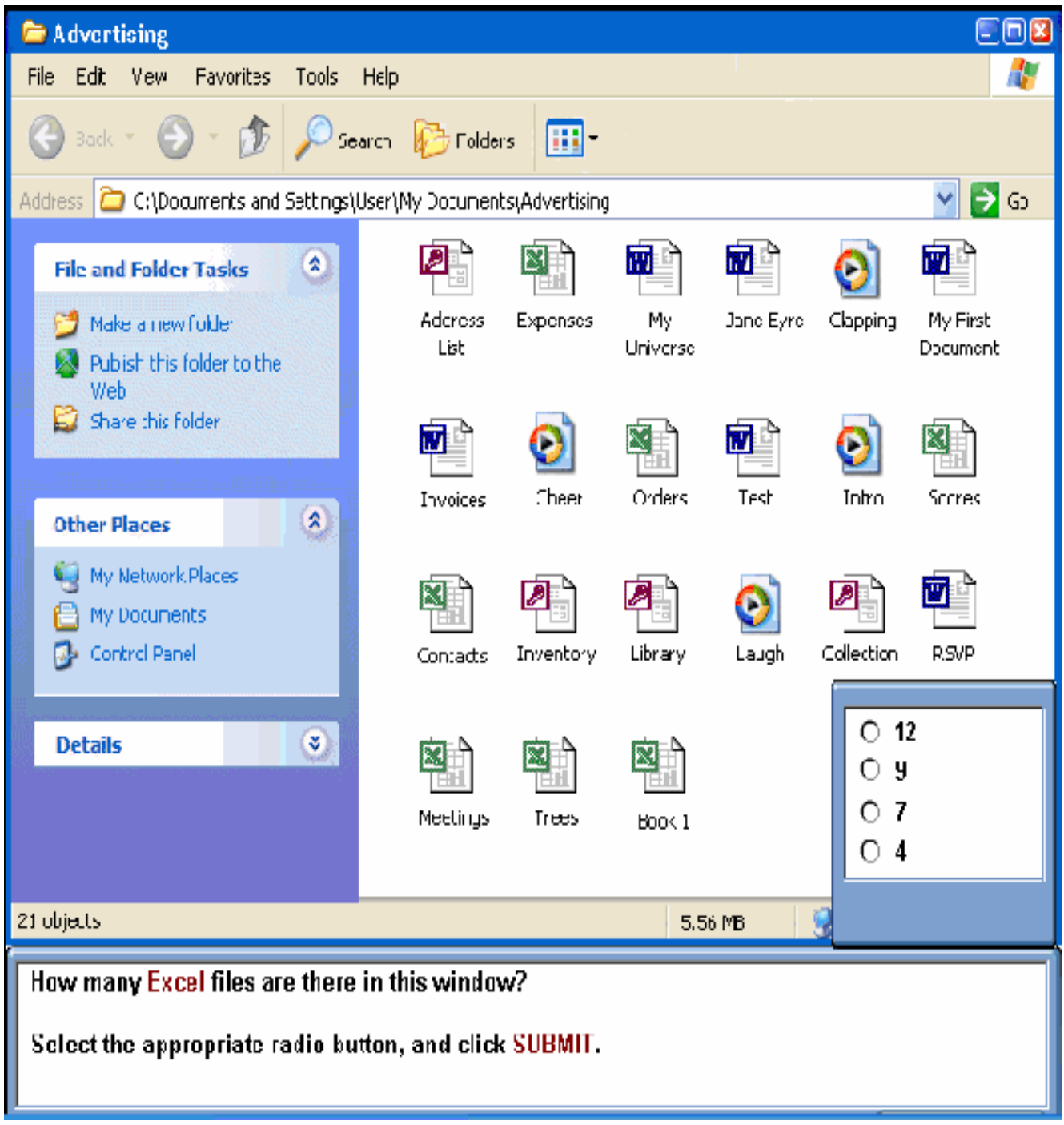

Advertising
File Edit View Favorites Tools Help
Back
Search
Folders
Address
C:\Documents and Settings\User\My Documents\Advertising
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
My Network Places
My Documents
Control Panel
Details
Name
Size
Type
Date Mod
AddressList
Clapping
Expenses
Holiday pics
Invoice
Logo
Photos
30 KB
57 KB
330 KB
240 KB
75 KB
150 KB
Windows Media Audio/Video File
Microsoft Excel Worksheet
Microsoft PowerPoint Presentation
JPEG Image
Compressed (zipped) Folder
22/11/200
5.56 MB
My Computer
Clapping is selected.
Hold down the appropriate key and click once to extend this selection to include all files down to and including Logo.

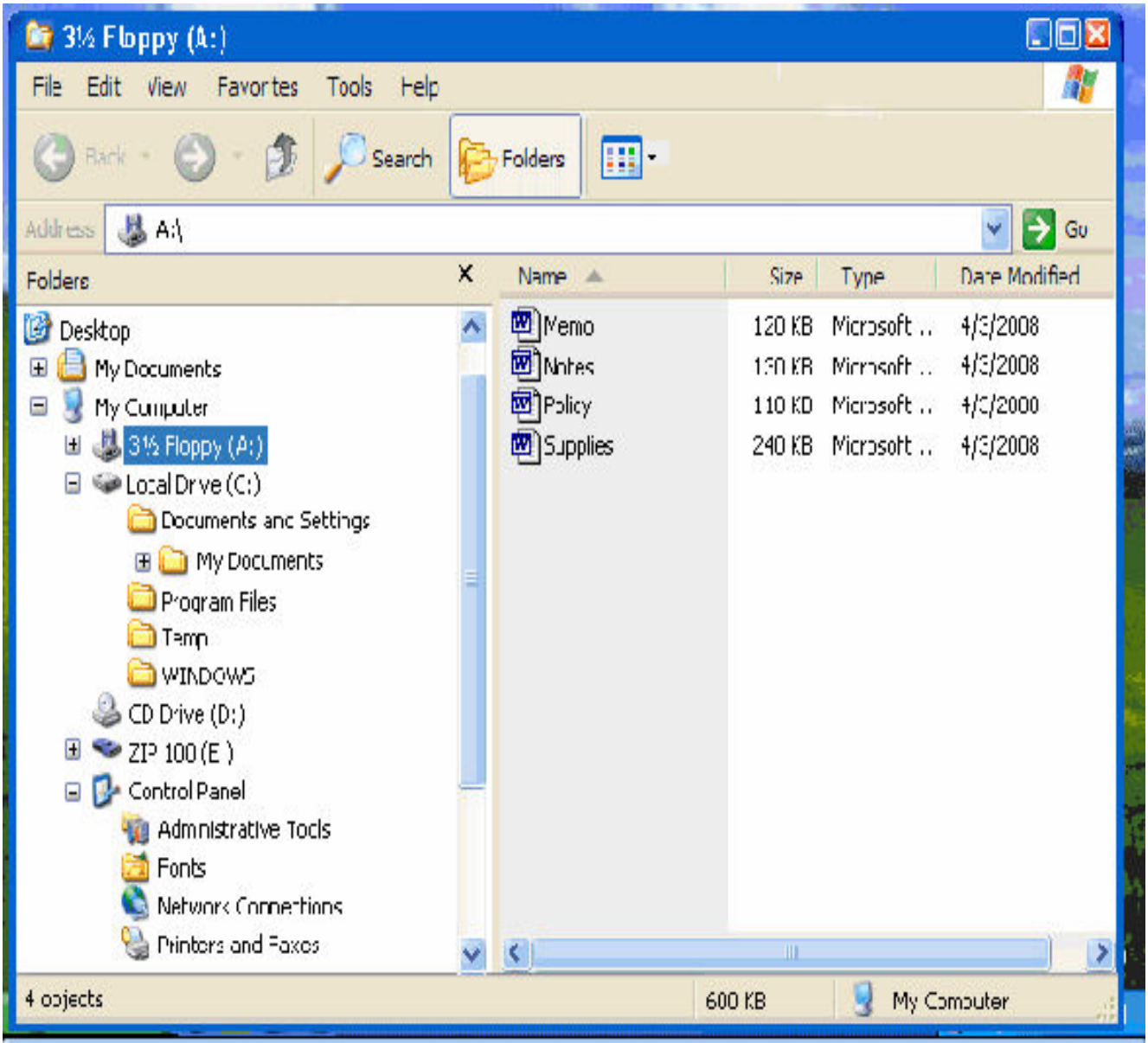

Project
File Edit View Favorites Tools Help
Back
Search
Folders
Address
C:\ Documents and Settings\User\My Documents\ Project
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
Details
Work Books
Tax Briefs
Time Sheets
Marketing
4 Objects
600 KB
My Computer
Create a new folder in the Project folder and name it Report.
Press the Enter key when you have finished.


Recycle Bin
File Edit View Favorites Tools Help
Back
Search
Folders
Address
Recyde Bin
Go
Recycle Bin Tasks
Empty the Recycle Bin
Restore All Items
Other Places
Details
Name
Original Location
Date Del...
Petty Cash
C:\Documents and Settings\User\...
4/3/2008
Expenses
C:\Documents and Settings\User\...
4/3/2008
2 objects
24.0 KB
Restore the file Petty Cash from the Recycle Bin to its original location.

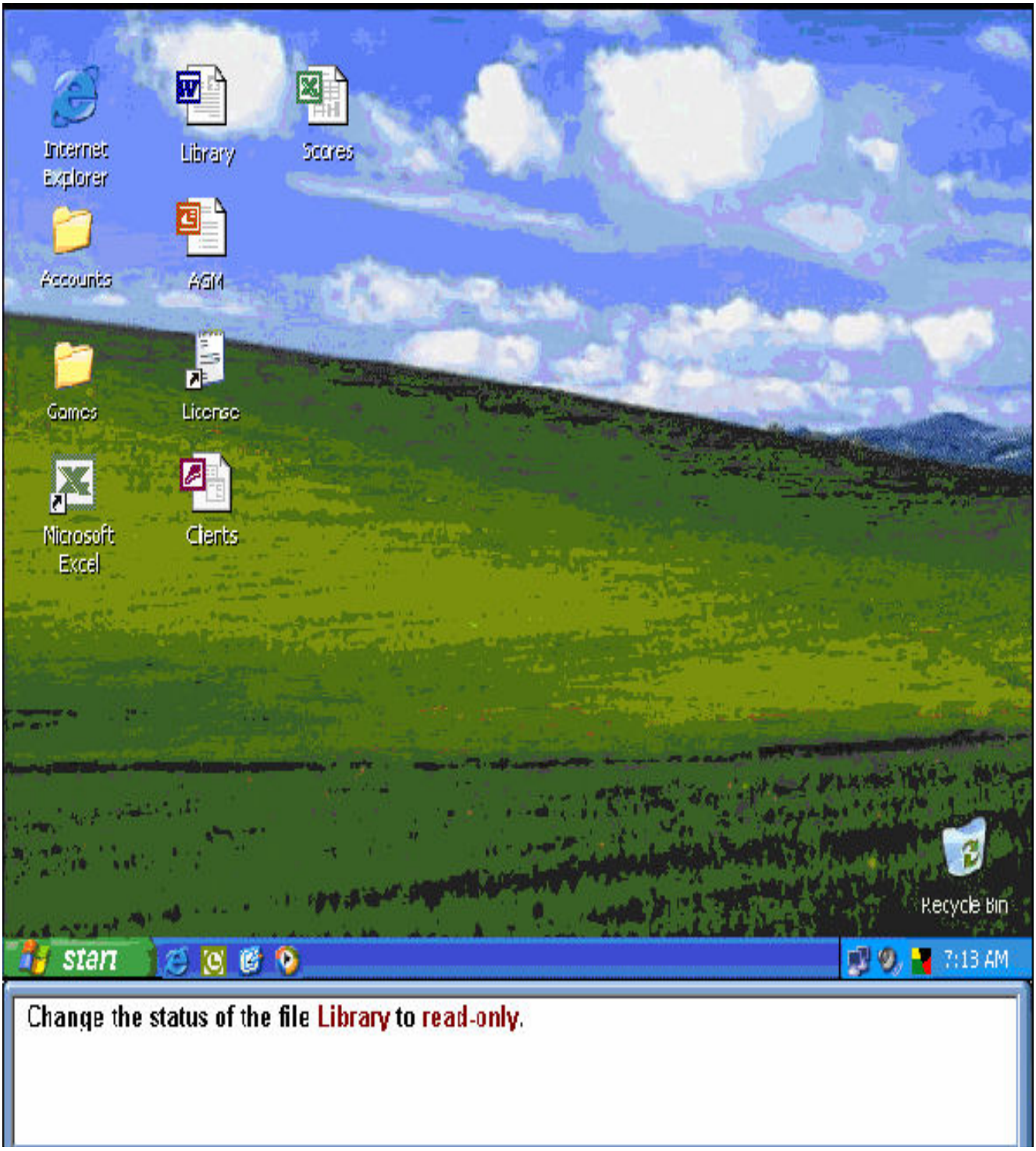


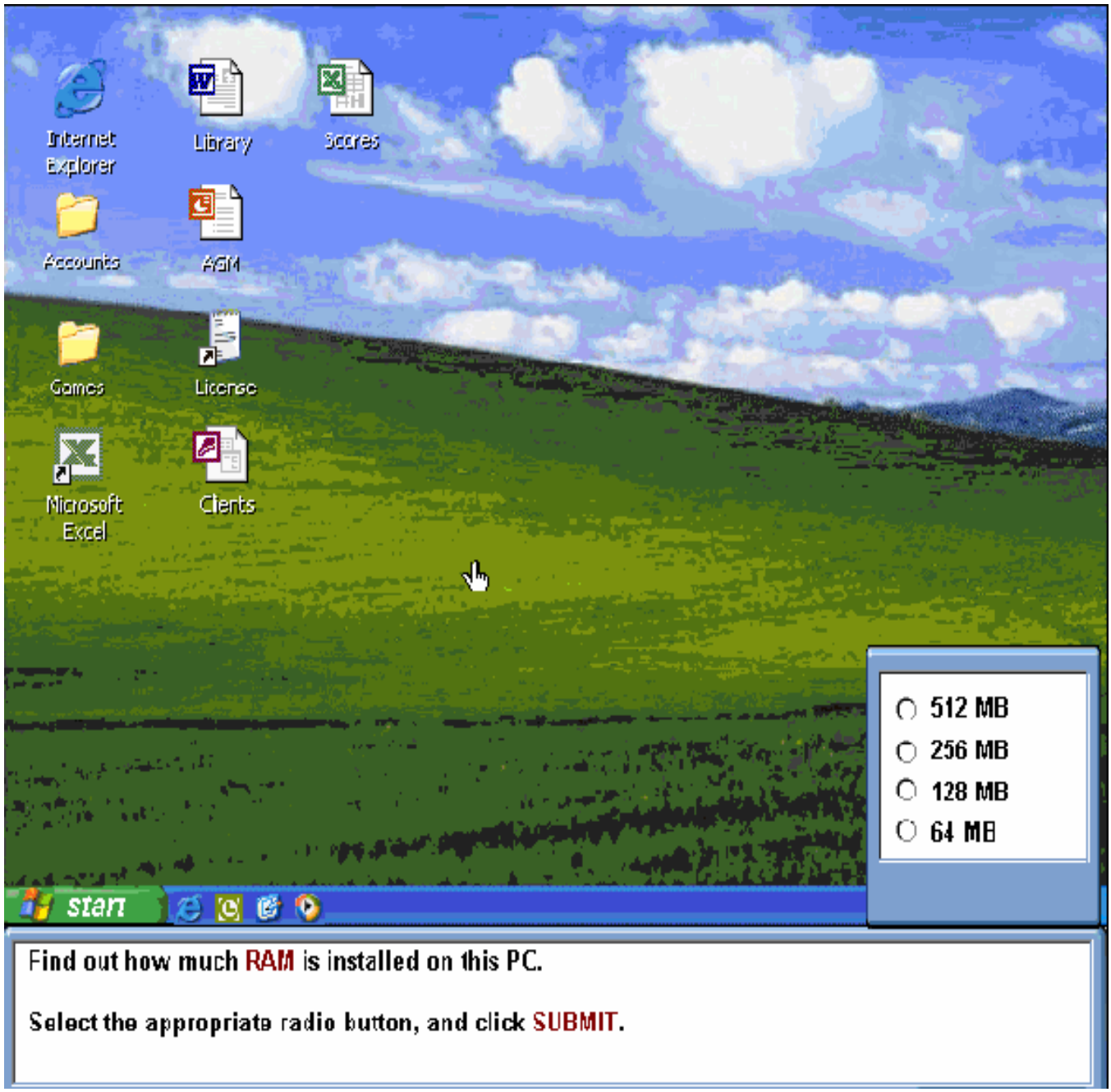
Create a shortcut on the Desktop for the Expenses file.

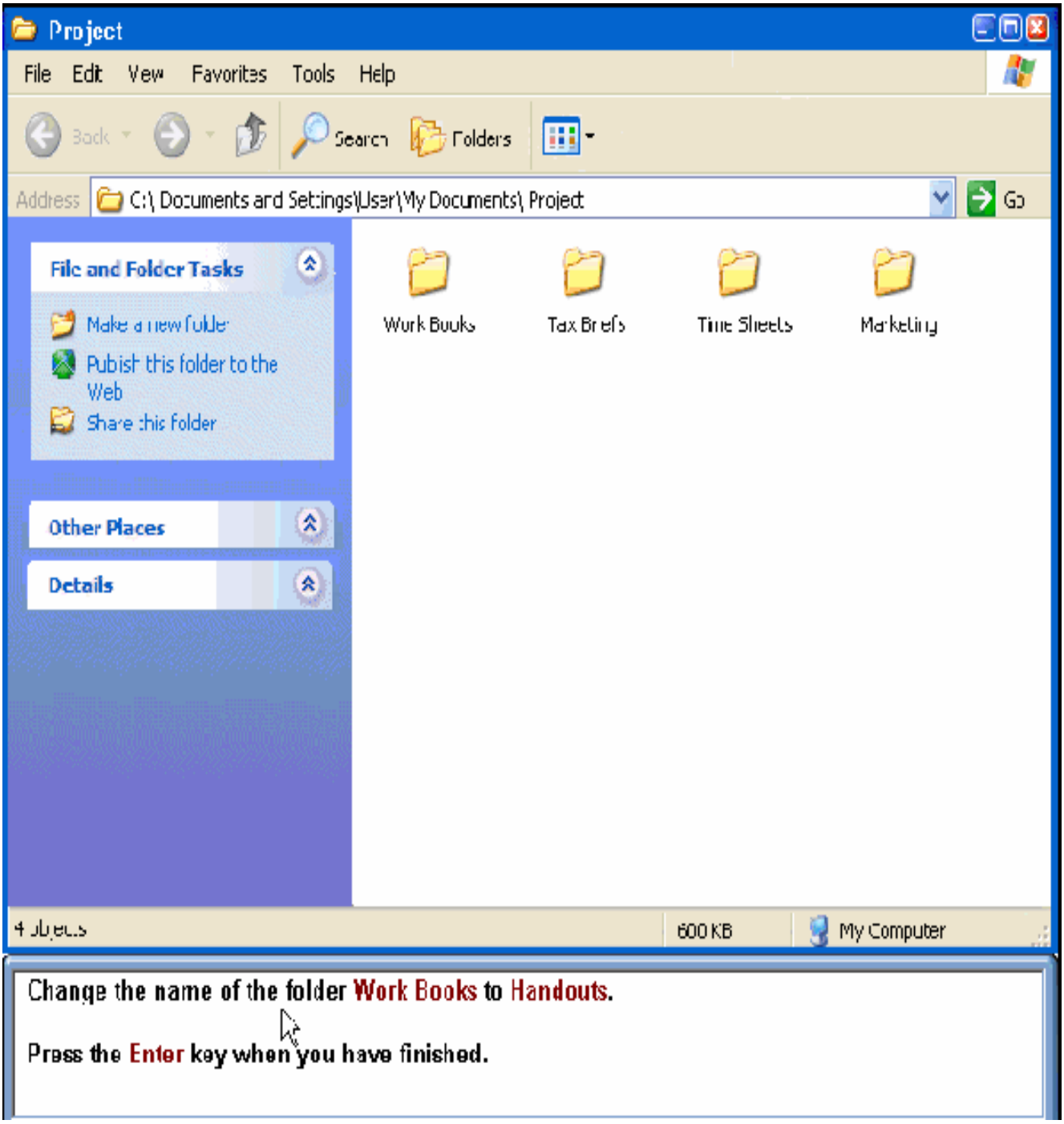

Advertising
File Edit View Favorites Tools Help
Back
Search
Folders
Address
C:\Documents and Settings\User\My Documents\Advertising
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
My Network Places
My Documents
Control Panel
Details
Address List
Expenses
My Universe
Jane Eyre
Clapping
My First Document
Invoices
Cheer
Orders
Test
Intro
Scores
Contacts
Inventory
Library
Laugh
Collection
RSVP
Meetings
Trees
Book 1
12
9
7
4
21 objects
5.56 MB
How many Excel files are there in this window?
Select the appropriate radio button, and click SUBMIT.

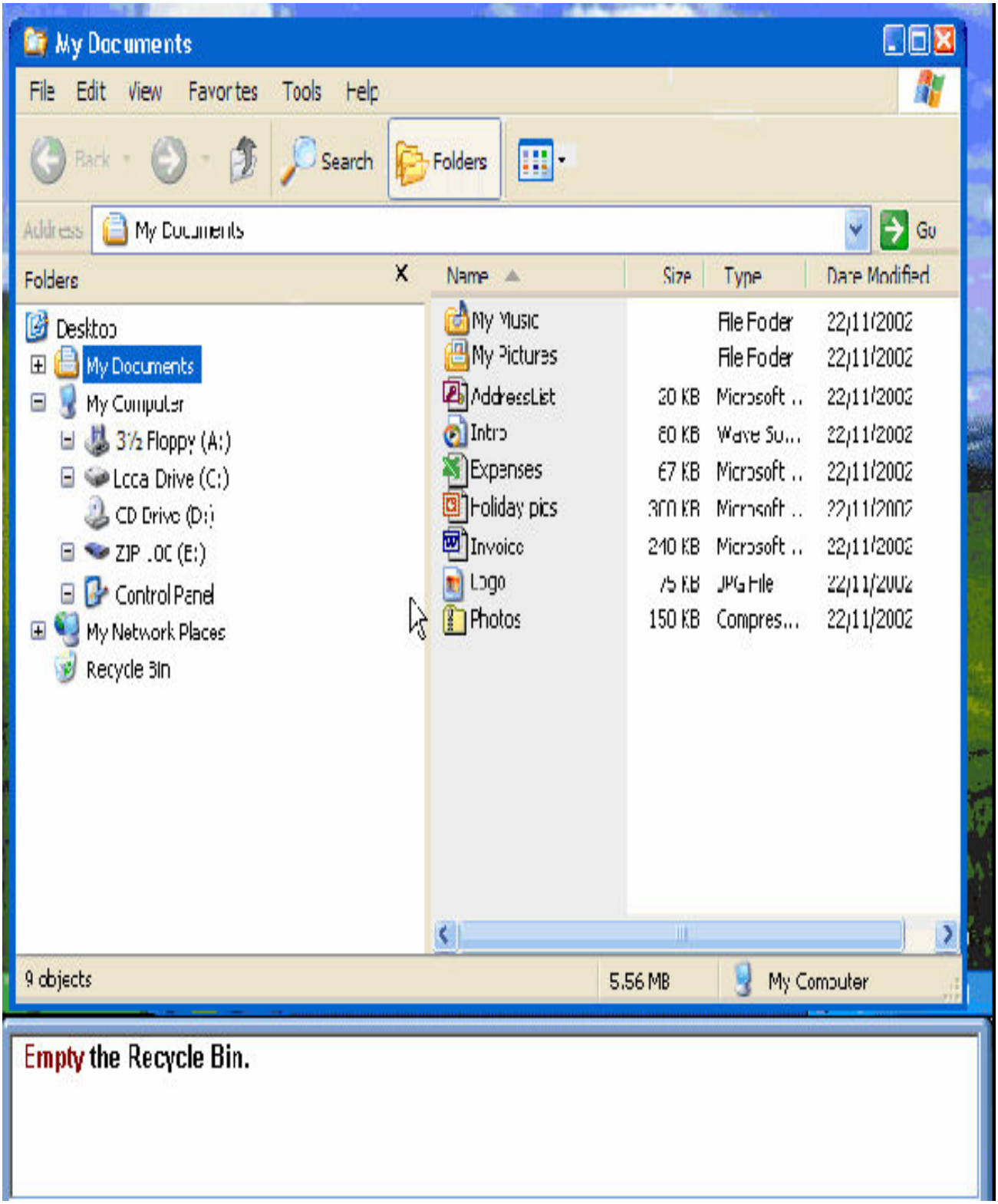


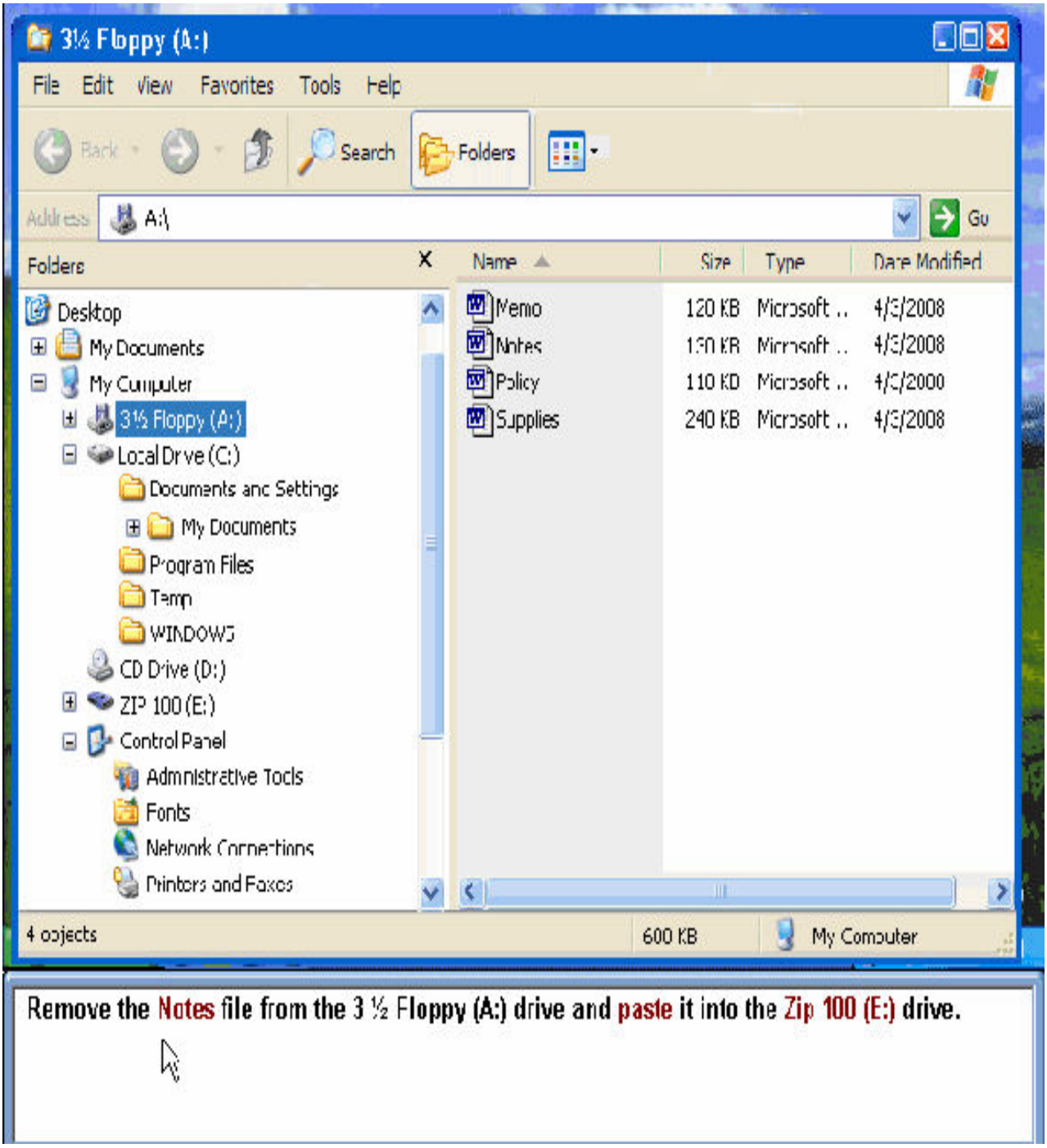
Duplicate the Memo file from the 3 ½ Floppy (A:) drive to the Zip 100 (E:) drive.

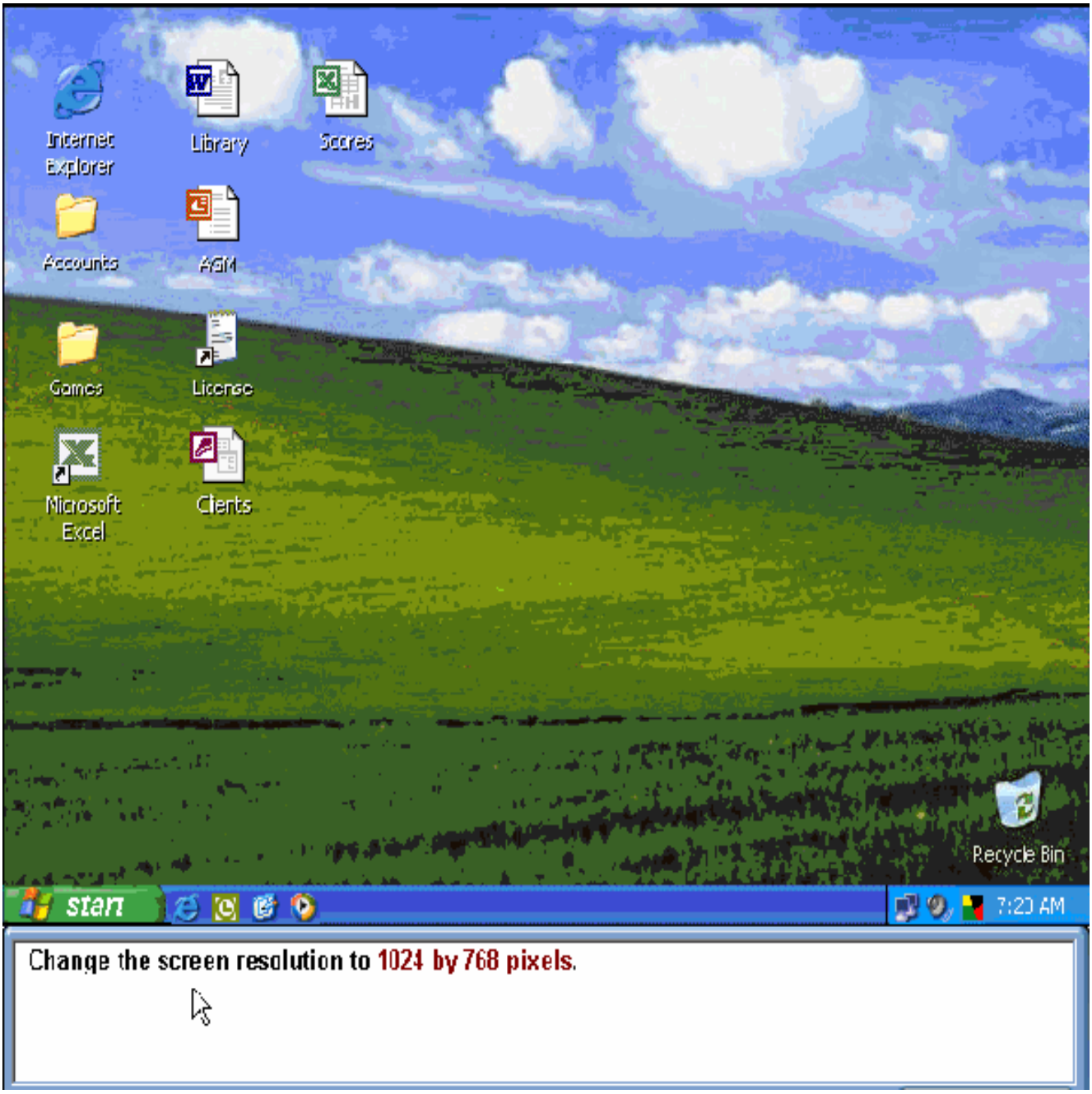

Internet Explorer
Library
Scores
Accounts
AGM
Games
License
Microsoft Excel
Clients
Recycle Bin
start
7:13 AM
Change the status of the file Library to read-only.

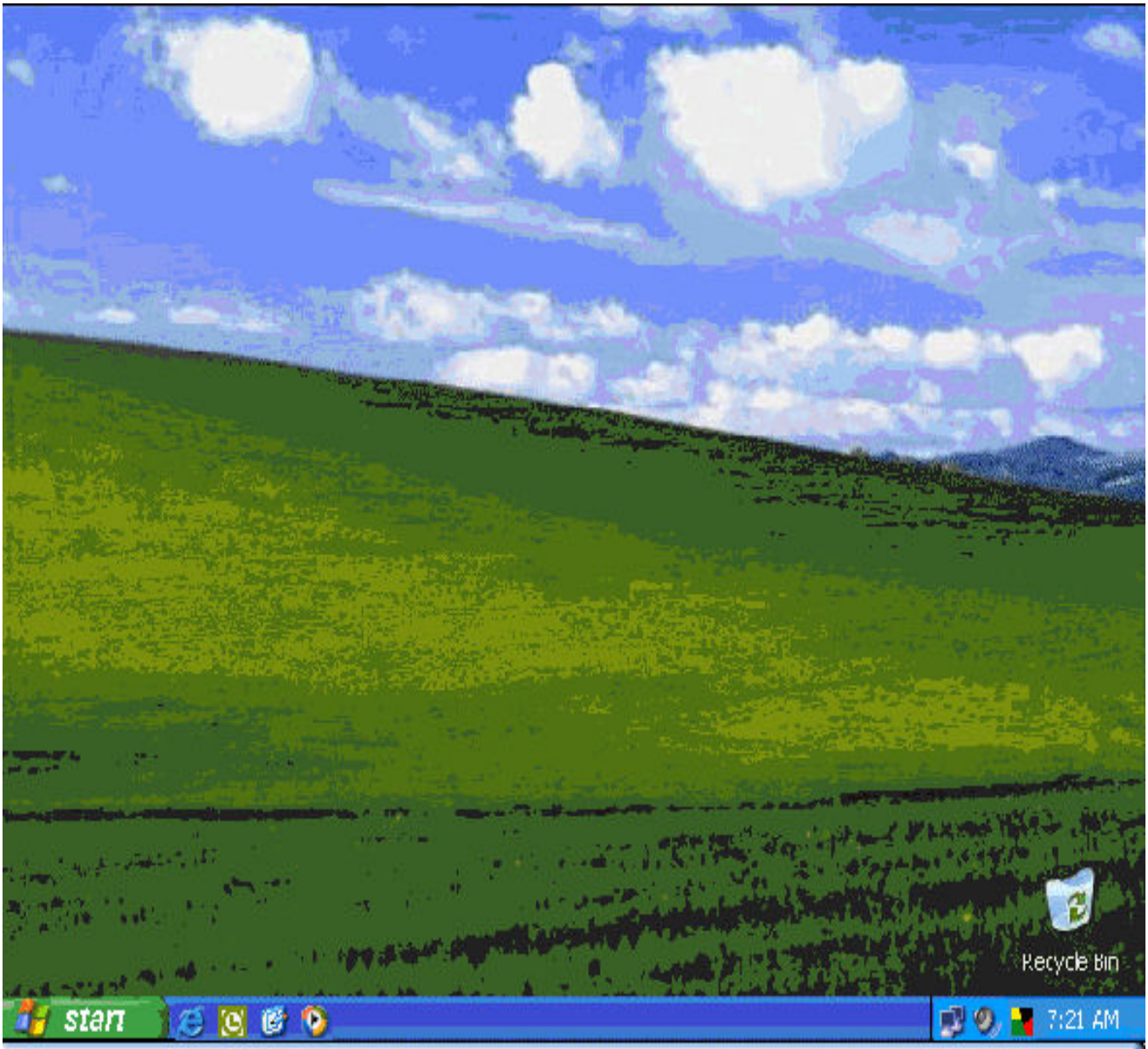

Internet Explorer
Library
Scores
Accounts
AGM
Games
License
Microsoft Excel
Clients
512 MB
256 MB
128 MB
64 MB
start
Find out how much RAM is installed on this PC.
Select the appropriate radio button, and click SUBMIT.


Project
File Edit View Favorites Tools Help
Back
Search
Folders
Address
C:\ Documents and Settings\User\My Documents\ Project
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
Details
Work Books
Tax Briefs
Time Sheets
Marketing
4 objects
600 KB
My Computer
Change the name of the folder Work Books to Handouts.
Press the Enter key when you have finished.


My Documents
File Edit View Favorites Tools Help
Back
Search
Folders
Address
My Documents
Go
Folders
Name
Size
Type
Date Modified
Desktop
My Documents
My Computer
3½ Floppy (A:)
Local Drive (C:)
CD Drive (D:)
ZIP .0C (E:)
Control Panel
My Network Places
Recycle Bin
My Music
File Folder
22/11/2002
My Pictures
File Folder
22/11/2002
AddressList
20 KB
Microsoft ..
22/11/2002
Intro
60 KB
Wave Su...
22/11/2002
Expenses
67 KB
Microsoft ..
22/11/2002
Holiday pics
300 KB
Microsoft ..
22/11/2002
Invoice
240 KB
Microsoft ..
22/11/2002
Logo
75 KB
JPG File
22/11/2002
Photos
150 KB
Compres...
22/11/2002
9 objects
5.56 MB
My Computer
Empty the Recycle Bin.

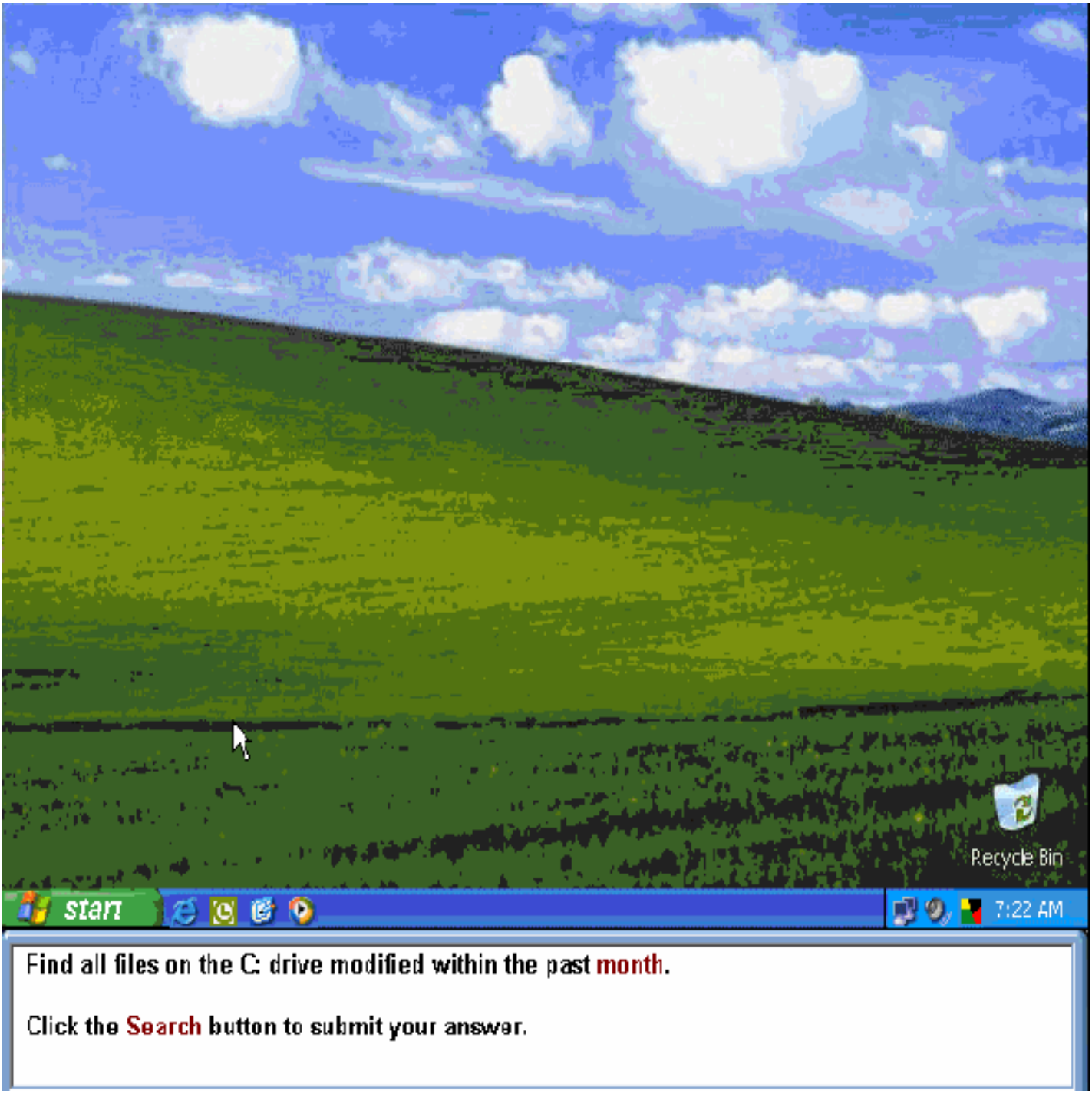

3½ Floppy (A:)
File Edit View Favorites Tools Help
Back Search Folders
Address A:\
Go
Folders
Name Size Type Date Modified
Desktop
My Documents
My Computer
3½ Floppy (A:)
Local Drive (C:)
Documents and Settings
My Documents
Program Files
Temp
WINDOWS
CD Drive (D:)
ZIP 100 (E:)
Control Panel
Administrative Tools
Fonts
Network Connections
Printers and Faxes
Memo 120 KB Microsoft .. 4/3/2008
Notes 130 KB Microsoft .. 4/3/2008
Policy 110 KB Microsoft .. 4/3/2008
Supplies 240 KB Microsoft .. 4/3/2008
4 objects
600 KB
My Computer
Remove the Notes file from the 3 ½ Floppy (A:) drive and paste it into the Zip 100 (E:) drive.

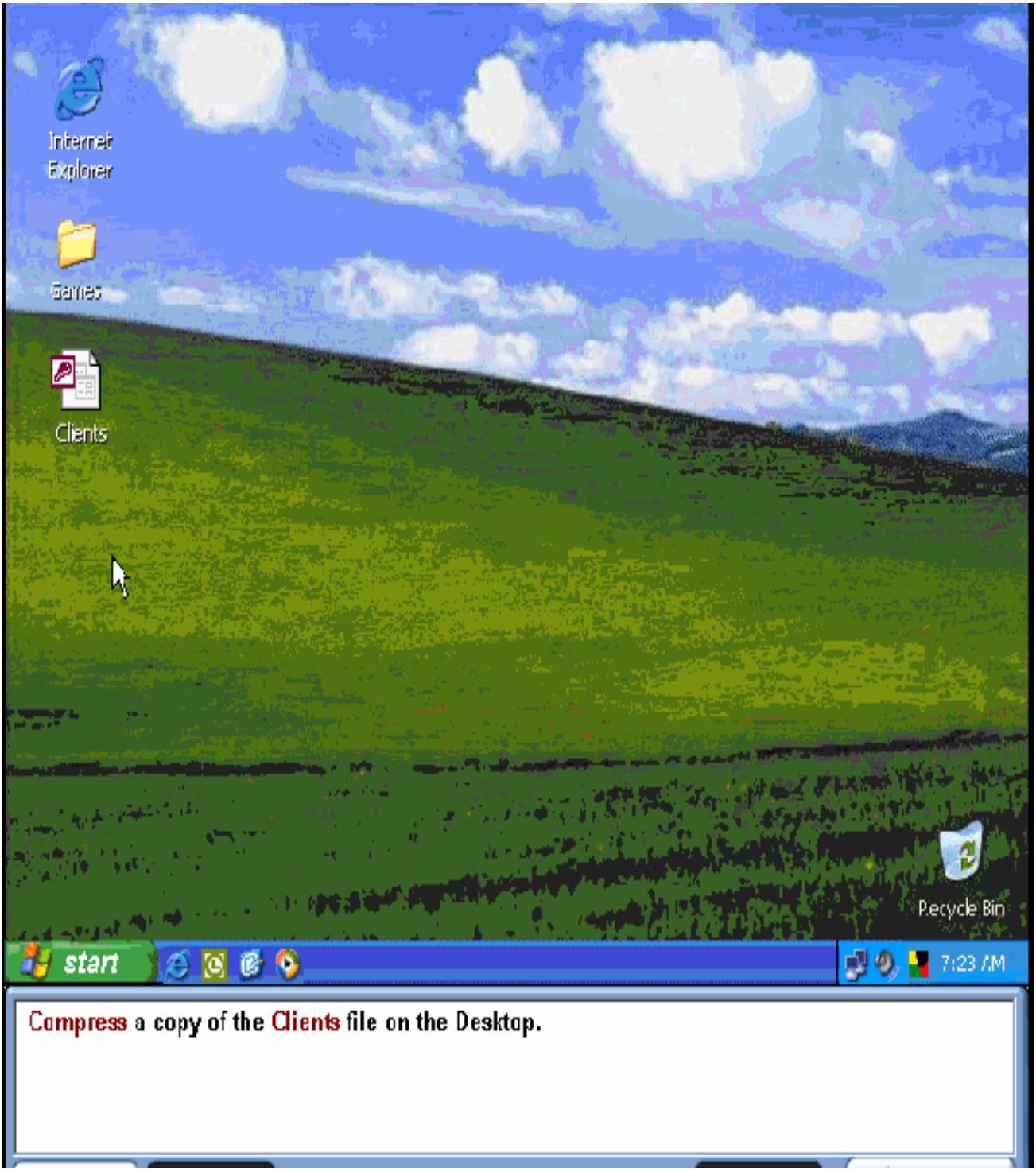

Internet Explorer
Library
Scores
Accounts
AGM
Games
License
Microsoft Excel
Clients
Recycle Bin
start
7:20 AM
Change the screen resolution to 1024 by 768 pixels.

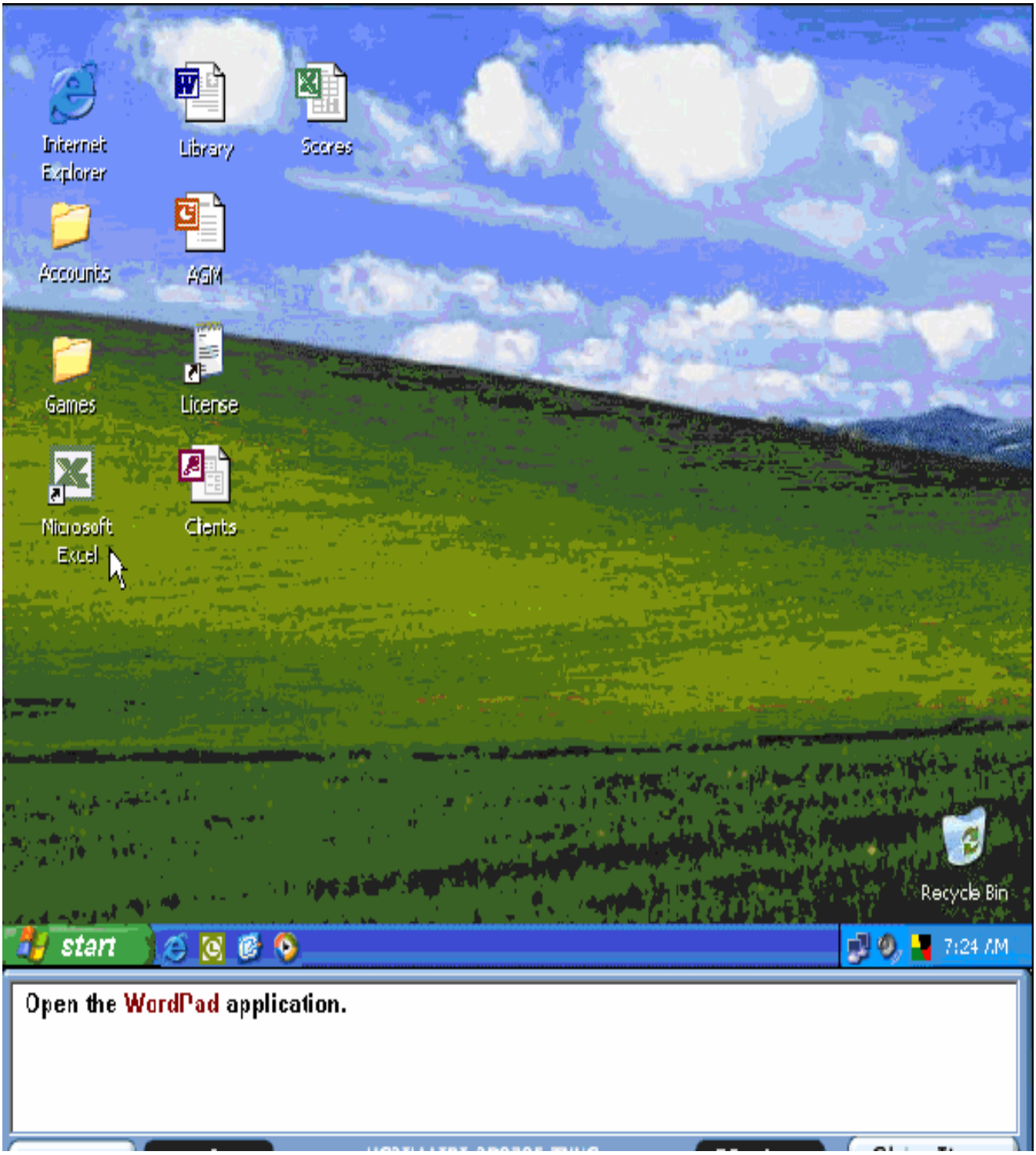


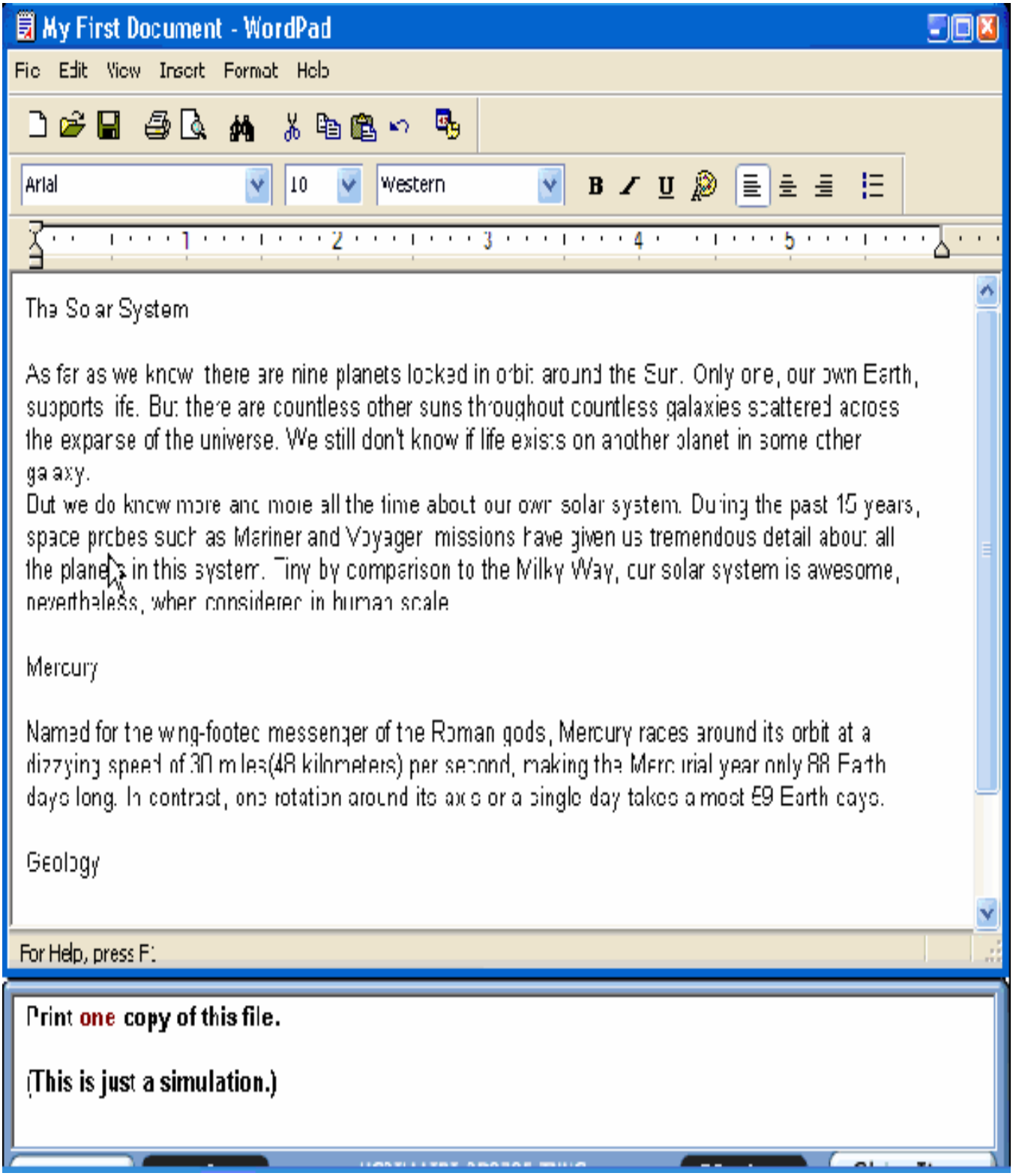
Use Windows to search the entire C: drive for the file Bookings.

Click the Search button to submit your answer.


Recycle Bin
start
7:22 AM
Find all files on the C: drive modified within the past month.
Click the Search button to submit your answer.


Internet Explorer
Games
Clients
Recycle Bin
start
7:23 AM
Compress a copy of the Clients file on the Desktop.


Internet Explorer
Library
Scores
Accounts
AGM
Games
License
Microsoft Excel
Clients
Recycle Bin
start
7:24 AM
Open the WordPad application.


My First Document - WordPad
Fic Edit View Insert Format Hcb
Arial
10
Western
The So ar System
As far as we knew there are nine planets locked in orbit around the Sur. Only one, our own Earth, supports ife. Bu: there are countless other suns throughout countless galaxies scattered across the exparse of the universe. We still don't know if life exists on another planet in some other ga axy.
Dut we do know more and more all the time about our own solar system. Du ing the past 15 years, space prcbes such as Mariner and Voyager missions have given us tremendous detail abou: all the plane s in this system. Tiny by comparison to the Milky Way, cur solar system is awesome, nevertheless, when considerer in human scale
Mercury
Named for the wng-footec messenger of the Roman gods, Mercury races around its orbit at a dizzying speed of 30 m les(48 kilometers) per second, making the Merc rial year only 88 Earth days long. In contract, one rotation around its axis or a single day takes a most 59 Earth cays.
Geology
For Help, press F:
Print one copy of this file.
(This is just a simulation.)

Proofreading - WordPad

File Edit View Insert Format Help

Arial 10 Western

Why is Proofreading Important?

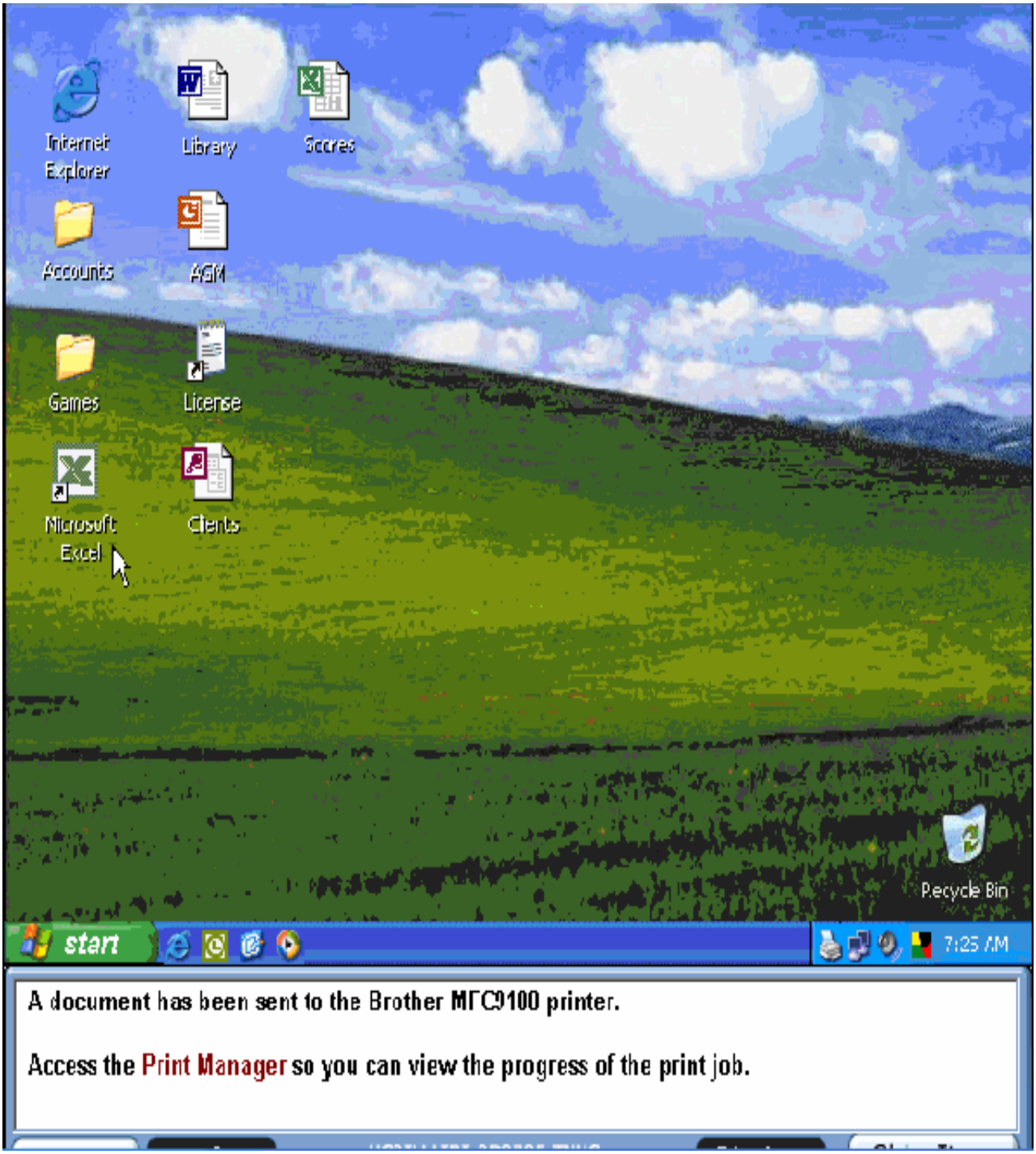
Proofreading is not necessarily easy; it takes time and practice to develop good proofreading skills.

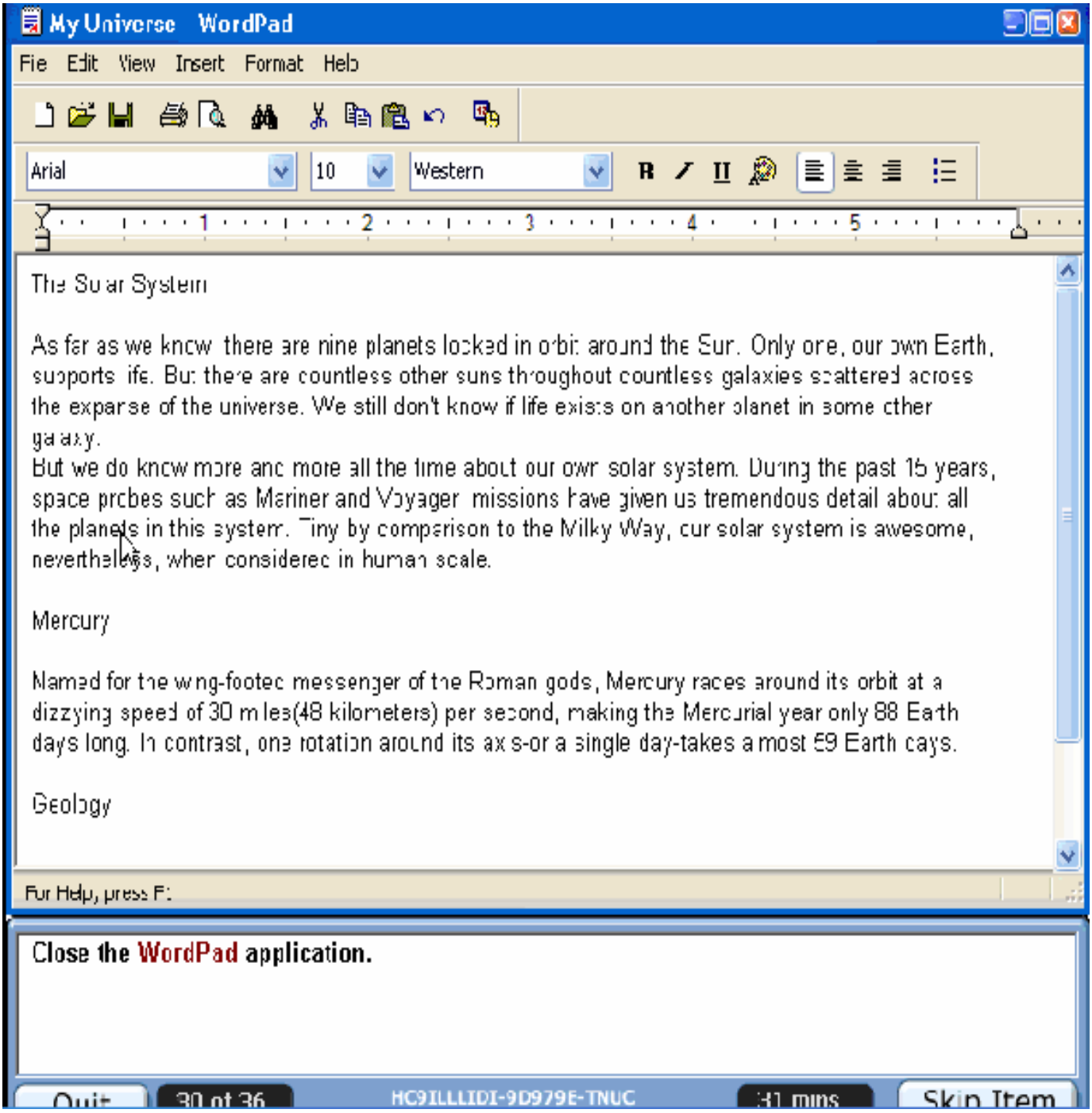
No matter how many times you read through a "finished" paper, you're likely to miss many of your most frequent errors. The following guide will help you proofread more effectively:

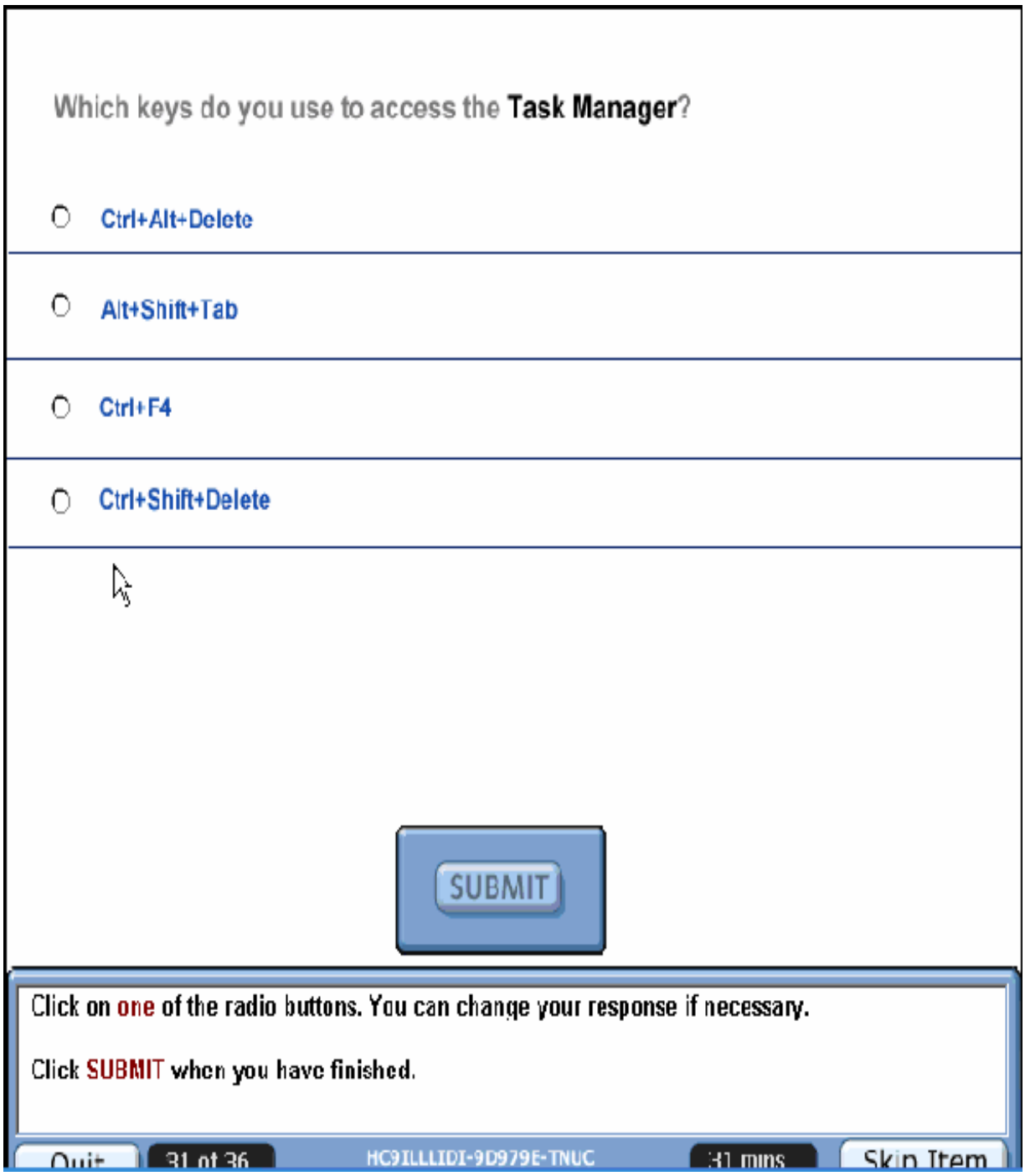
- Start by taking a break. Allow yourself some time between writing and proofing. Even a five-minute break is productive because it will help get some distance from what you have written. The goal is to return with a fresh eye and mind.
- Try to slow down as you read through a document. That will help you catch mistakes that you might otherwise overlook. Remember to work slowly - if you read at a normal speed, you won't give your eyes sufficient time to spot errors.
- Read aloud - this encourages you to read every little word.
- Read with a "cover." -sliding a blank sheet of paper down the page as you read encourages you to make a detailed, line-by-line scan of what you are reading.

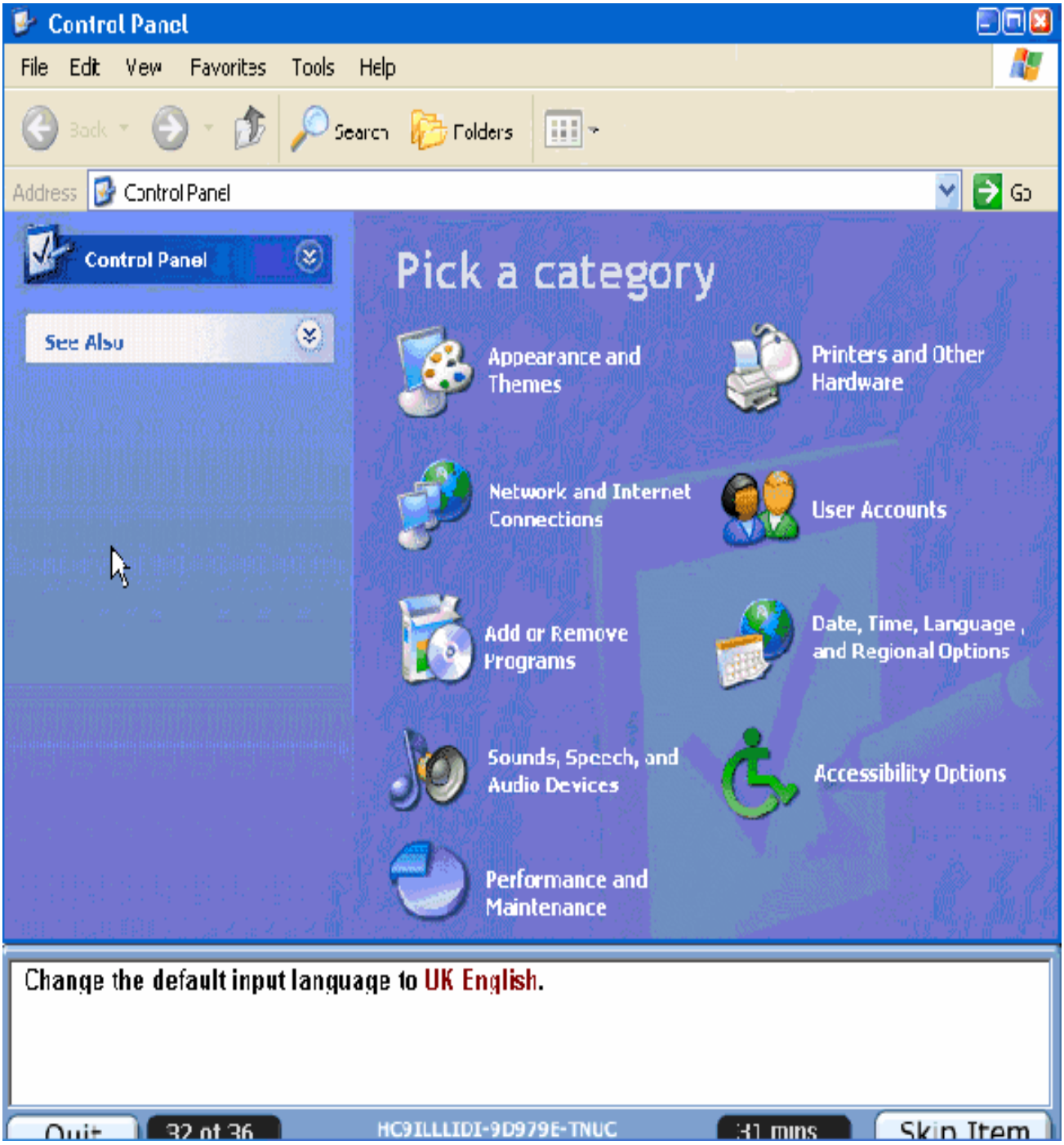
For Help, press F1

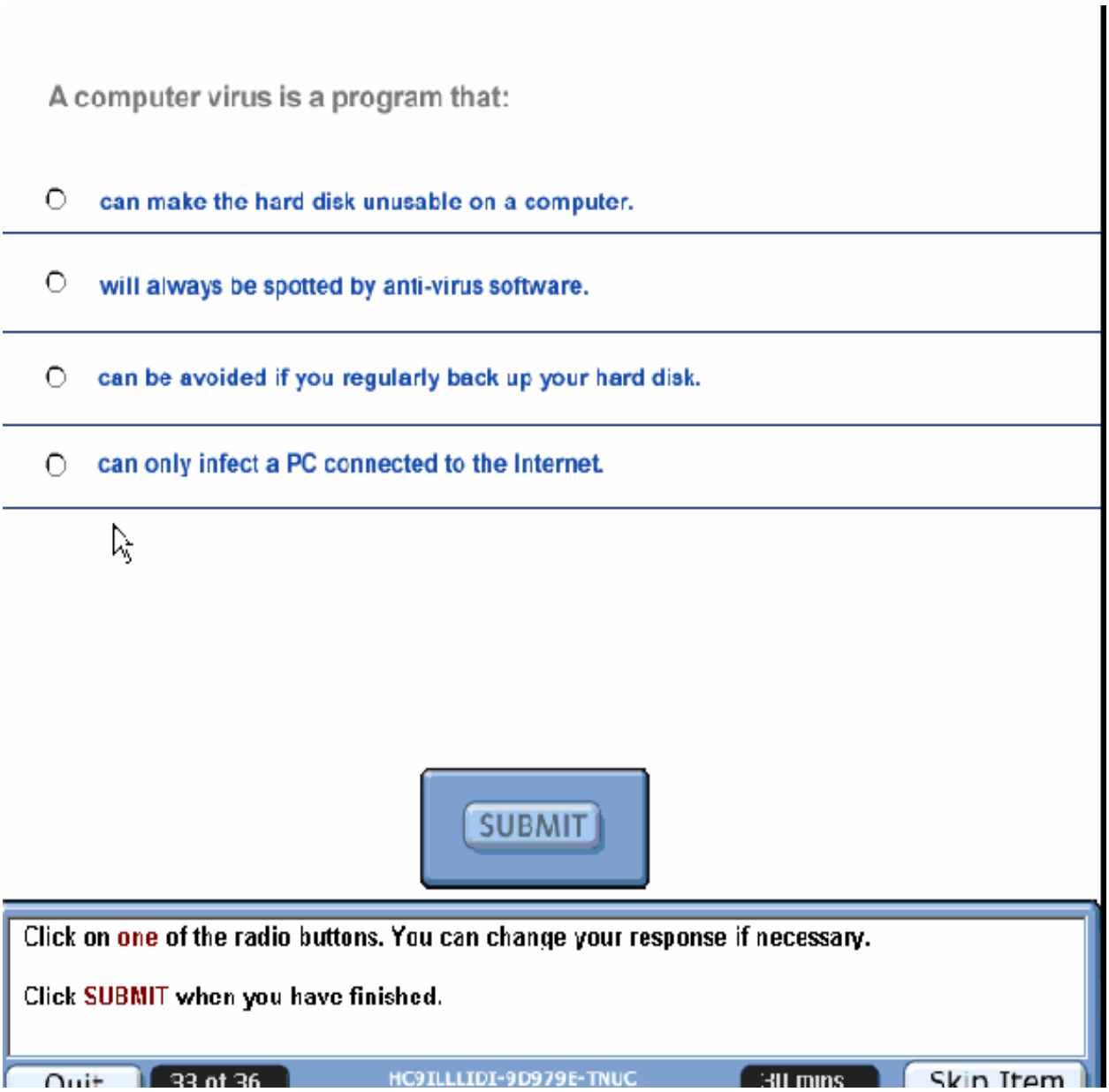
Change your printer setting so that output goes to the Graphics printer.

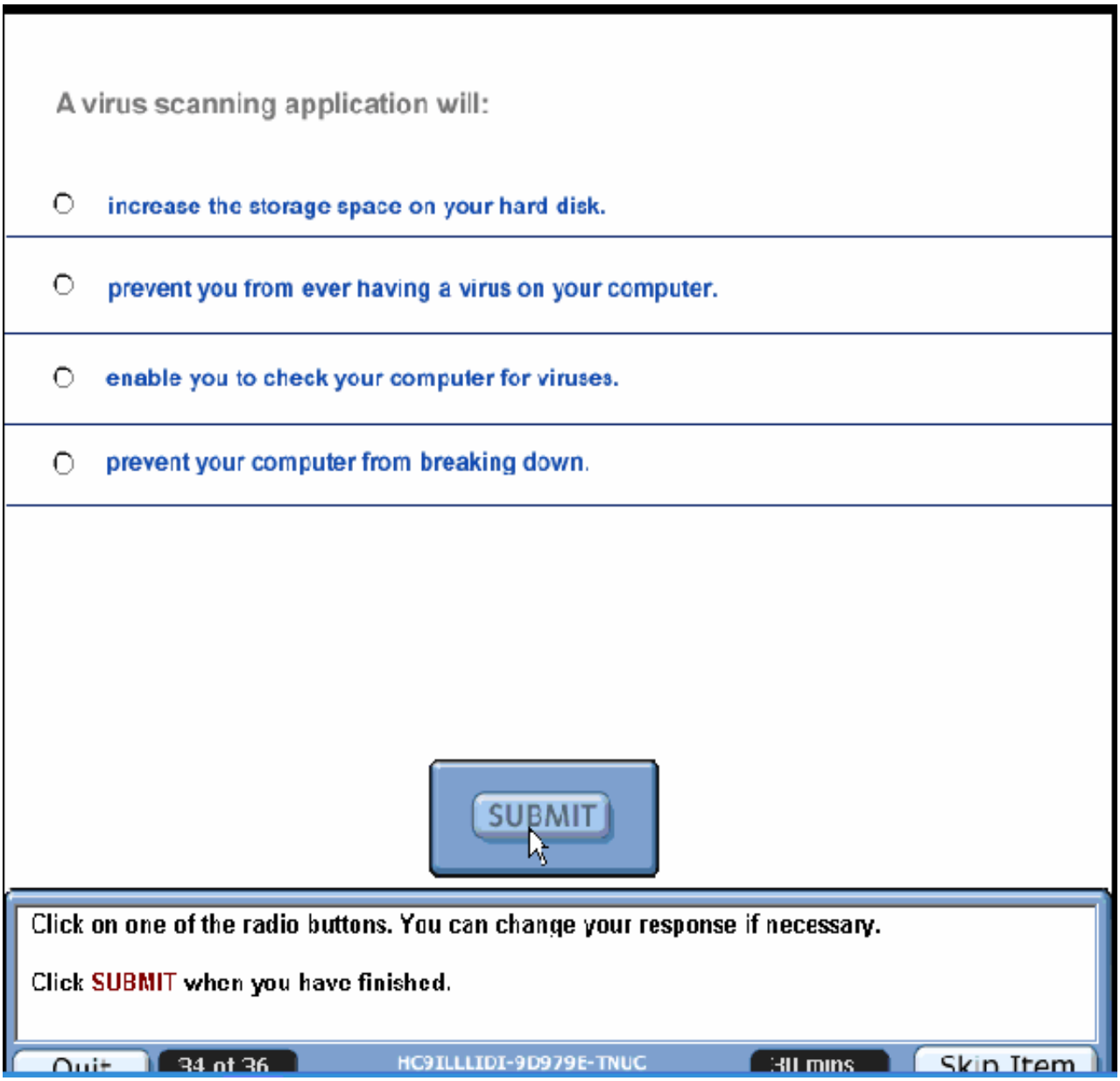

Internet Explorer
Library
Scores
Accounts
AGM
Games
License
Microsoft Excel
Clients
Recycle Bin
start
7:25 AM
A document has been sent to the Brother MFC9100 printer.
Access the Print Manager so you can view the progress of the print job.

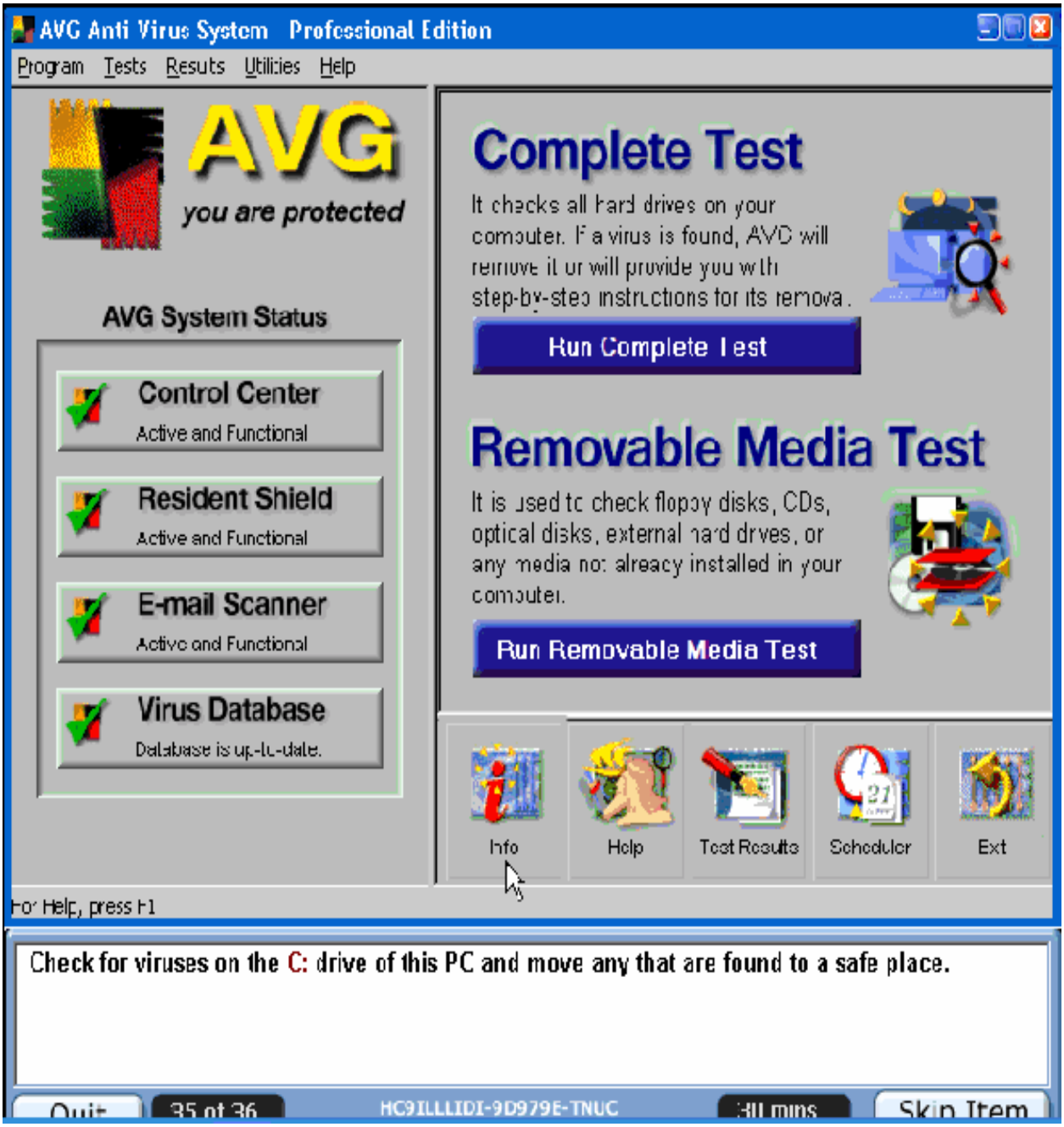

My Universe WordPad
Fie Edit View Insert Format Helo
Arial
10
Western
The Su ar System
As far as we knew there are nine planets locked in orbi: around the Sur. Only one, our own Earth, supports ife. Bu: there are countless other suns throughout countless galaxies scattered across the exparse of the universe. We still don't know if life exists on another olanet in some other galaxy.
But we do knew more anc more all the time about our owr solar system. During the past 15 years, space prcbes such as Mariner and Voyager missions have given us tremendous detail abou: all the planets in this system. Tiny by comparison to the Milky Way, cur solar system is awesome, neverthelegs, wher considerec in human scale.
Mercury
Named for the wing-footec messenger of the Roman gods, Mercury races around its orbit at a dizzying speed of 30 m les(48 kilometers) per second, making the Mercurial year only 88 Earth days long. In contrast, one rotation around its ax s-or a single day-takes a most 59 Earth cays.
Geology
For Help, press F:
Close the WordPad application.
Quit
30 of 36
HC9ILLLIDI-9D979E-TNUC
31 mins
Skip Item

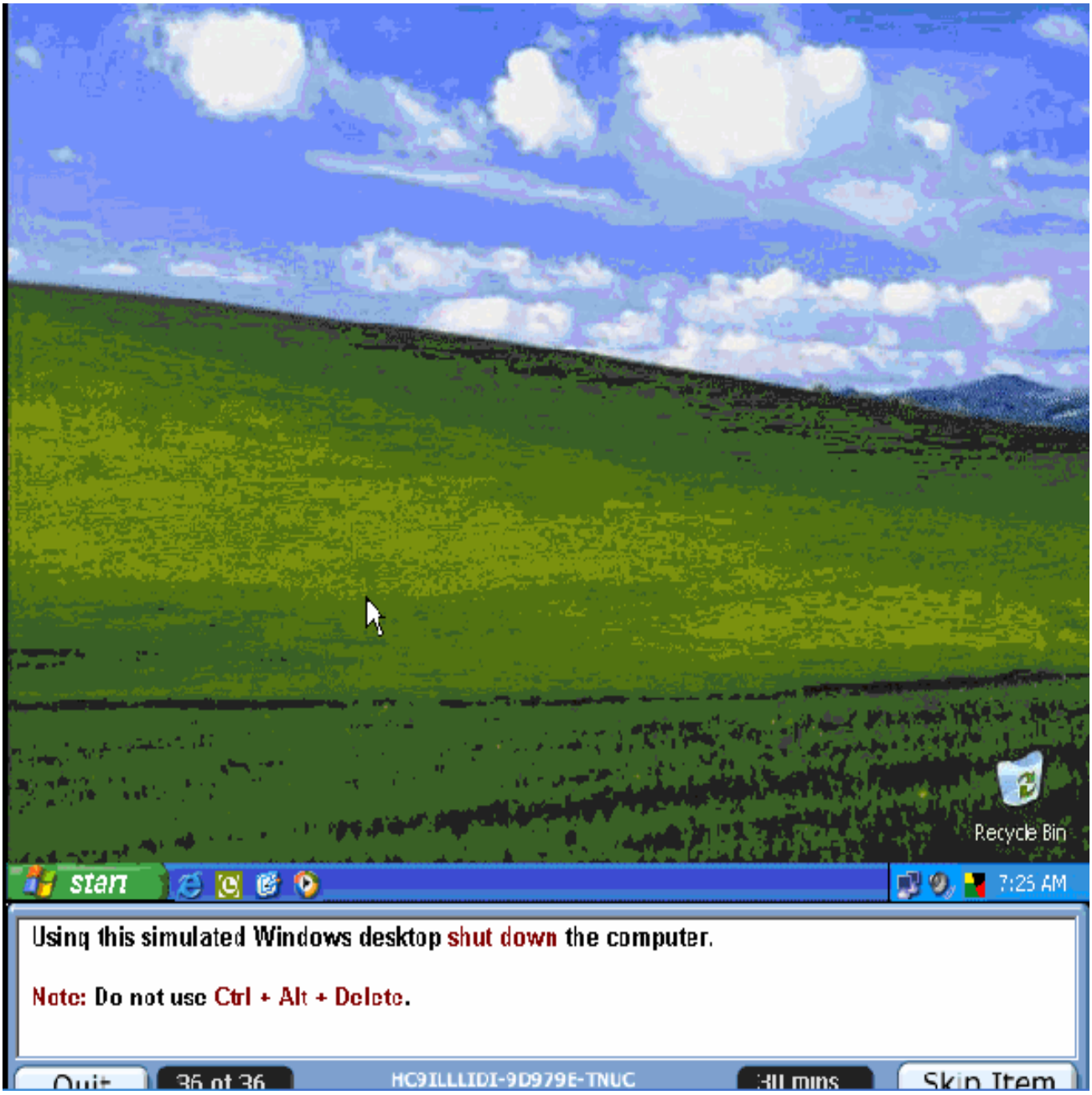

Which keys do you use to access the Task Manager?
Ctrl+Alt+Delete
Alt+Shift+Tab
Ctrl+F4
Ctrl+Shift+Delete
SUBMIT
Click on one of the radio buttons. You can change your response if necessary.
Click SUBMIT when you have finished.
Quit
31 of 36
HC9ILLLIDI-9D979E-TNUC
31 mins
Skip Item

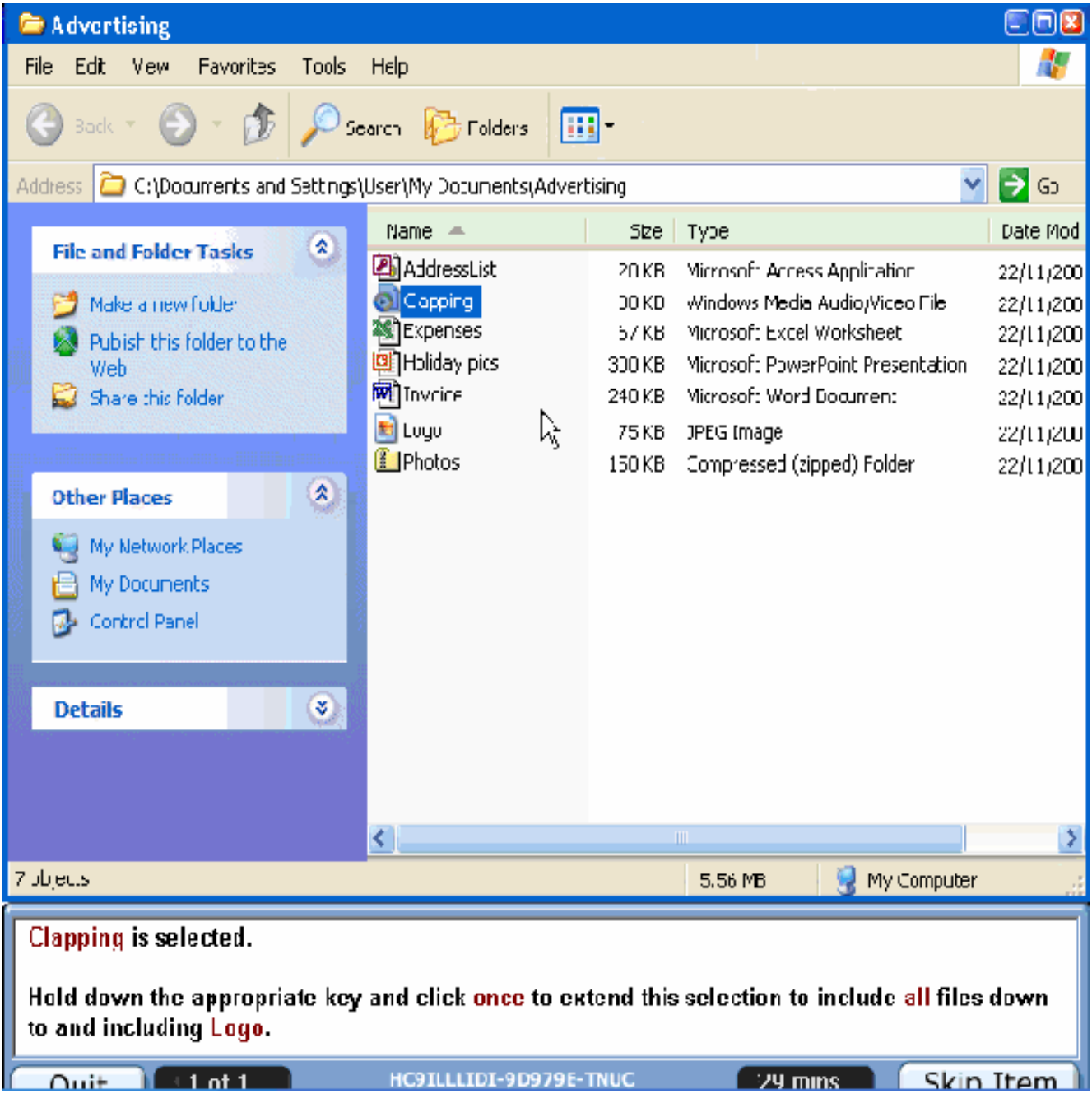

Control Panel
File Edit View Favorites Tools Help
Back
Search
Folders
Address
Control Panel
Go
Control Panel
See Also
Pick a category
Appearance and Themes
Printers and Other Hardware
Network and Internet Connections
User Accounts
Add or Remove Programs
Date, Time, Language, and Regional Options
Sounds, Speech, and Audio Devices
Accessibility Options
Performance and Maintenance
Change the default input language to UK English.
Quit
32 of 36
HC9ILLLIDI-9D979E-TNUC
31 mins
Skip Item


A computer virus is a program that:
can make the hard disk unueable on a computer.
will always be spotted by anti-virus software.
can be avoided if you regularly back up your hard disk.
can only infect a PC connected to the Internet.
SUBMIT
Click on one of the radio buttons. You can change your response if necessary.
Click SUBMIT when you have finished.
Quit
33 of 36
HC9ILLLIDI-9D979E-TNUC
Skip Item


A virus scanning application will:
increase the storage space on your hard disk.
prevent you from ever having a virus on your computer.
enable you to check your computer for viruses.
prevent your computer from breaking down.
SUBMIT
Click on one of the radio buttons. You can change your response if necessary.
Click SUBMIT when you have finished.
Quit
34 of 36
HC9ILLLIDI-9D979E-TNUC
Skip Item


AVG Anti Virus System Professional Edition
Program Tests Results Utilities Help
AVG
you are protected
AVG System Status
Control Center
Active and Functional
Resident Shield
Active and Functional
E-mail Scanner
Active and Functional
Virus Database
Database is up-to-date.
Complete Test
It checks all hard drives on your computer. If a virus is found, AVG will remove it or will provide you with step-by-step instructions for its removal.
Run Complete Test
Removable Media Test
It is used to check floppy disks, CDs, optical disks, external hard drives, or any media not already installed in your computer.
Run Removable Media Test
Info
Help
Test Results
Scheduler
Ext
For Help, press F1
Check for viruses on the C: drive of this PC and move any that are found to a safe place.
Quit
35 of 36
HC9ILLLIDI-9D979E-TNUC
Skip Item


Recycle Bin
start
7:25 AM
Using this simulated Windows desktop shut down the computer.
Note: Do not use Ctrl + Alt + Delete.
Quit
36 of 36
HC9ILLLIDI-9D979E-TNUC
Skip Item


Advertising
File Edit View Favorites Tools Help
Back
Search
Folders
Address
C:\Documents and Settings\User\My Documents\Advertising
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
My Network Places
My Documents
Control Panel
Details
Name
Size
Type
Date Mod
AddressList
Capping
Expenses
Holiday pics
Invoice
Logo
Photos
75 KB
JPEG Image
150 KB
Compressed (zipped) Folder
5.56 MB
My Computer
Clapping is selected.
Hold down the appropriate key and click once to extend this selection to include all files down to and including Logo.
Quit
1 of 1
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29 mins
Skip Item